

ARIZONA HOUSING COMMISSION





ARIZONA HOUSING COMMISSION

Welcome to the Arizona Housing Commission. Your appointment by the Governor of the state of Arizona to represent your constituency is an important commitment of time and expertise. In this notebook, you will find a number of resources which we hope will be useful in your role as a commission member.

We have also enclosed copies of several publications produced by the Arizona Housing Commission, which include valuable information on the mission of the Commission.

The staff from ADOH that works with the Commission is Meggan Medina (Government Relations & Communications Administrator) and Sue Dabbs-Preciado (Executive Assistant). If we can be of any assistance to you, please contact us.

Below is a short paragraph on the history of the Housing Commission.

HISTORY OF THE ARIZONA HOUSING COMMISSION

The Arizona Housing Commission was created by Executive Order in 1996 to serve as an advisory body to the Governor and, at that time, the Arizona Department of Commerce, the lead state agency on affordable housing. In 1997, the Commission was formally established in statute. In 2000, the Arizona Department of Housing became the staffing agency for the Commission and its Director, Dr. Sheila Harris, a member of the Commission. The Commission is comprised of 24 key decision-makers from private industry, community-based nonprofit housing organizations, and state, local and tribal governments.

Again, welcome and if we can be of any service to you or answer any questions, please feel free to call or email Meggan at 602.771.1011; megganm@housingaz.com or Sue at 602.771.1007; sued@housingaz.com.



OFFICERS ~ COMMITTEES

As outlined in the enclosed *Policies and Procedures Manual*, the Arizona Housing Commission has an Executive Committee, a Government Affairs Committee and a Public Education Committee.

The **Executive Committee** members are:

Chairperson – Jean Richmond-Bowman

Vice Chairperson – Maria Chavez

Members-at-Large – Emily Nottingham

Elisa de la Vara

Grege Petz

Ad hoc members – Rebecca Flanagan, HUD

The **Governmental Affairs Committee** Chairperson is Juan Salgado; Vice Chairperson - Emily Nottingham

The **Public Education Committee** Chairperson is Greg Petz; Vice Chairperson – Arthur Crozier

SCHEDULE FOR 2006-07

The Commission meets the last Friday of every month from 10:00 AM to 12:00 PM at the Arizona Department of Housing, 1110 W. Washington, Suite 310. By mandate, the Commission must meet at least two times each year in a county with a population of less than 1.5 million but more than 500,000 persons (Pima County) and at least one time each year in a rural county. Any variation from the regularly scheduled meetings are noted on the enclosed 2006-07 calendar.

Approximately a week before the meeting, you will be sent an agenda and any other documents by e-mail. Contact Sue Dabbs-Preciado at the Arizona Department of Housing at (602) 771-1007 or at sued@housingaz.com if you do not receive this information.

TRAINING

A requirement of your appointment is attendance at the Board and Commission Member Orientation and Ethics Training. This is an all-day class that is scheduled several times a year by the Arizona Government University. AGU can be reached on-line at <http://www.azgu.gov>. You can preview dates of the classes and register on-line. You may also reach them by telephone at (602) 542-6229. If you need assistance, contact Sue Dabbs-Preciado at the Arizona Department of Housing at (602) 771-1007 or at sued@housingaz.com.

EXPENSE REIMBURSEMENT

You will be reimbursed for your automobile mileage to Housing Commission meetings at the prevailing rate at the time the expense is incurred (presently it is 44.5¢ per mile) and for overnight stay at the State per diem rate if your travel time is over two hours and the meeting begins before 10:00 AM

or ends after 3:00 PM. Any variation to this policy requires prior approval from the Director of the Arizona Department of Housing or a designee. The amount of reimbursement for overnight stay varies with time of year and location. You might also be eligible for per diem meal reimbursement. Enclosed is a current copy of the Reimbursement Rate Index from the Arizona Accounting Manual for your use. You will be required to complete a W-9 form (enclosed) for Accounting to set you up in their system as a "vendor".

From time to time, travel to other locales in the State or to a sponsored training or conferences will be required. This travel is reimbursable. A copy of a Reimbursement Form is enclosed. A reimbursement form is available upon request to Sue Dabbs-Preciado at sued@housingaz.com.

Reimbursement for hotel expenses will require submission of original receipts to the Department of Housing along with the Reimbursement Form.

2006-2007 Members of the Arizona Housing Commission

	Member/Term Expiry
One representative of rural city government.	Marty Moreno - 11
One representative of a nonrural city government from a county with a population of less than 1.5M but more than 500K. (Pima County)	Emily Nottingham - 09
One representative of a nonrural city government from a county with a population of 1.5M or more persons. (Maricopa County)	Juan Salgado - 11
One representative of a rural county government.	Gregory Petz - 08
One representative of a nonrural county government from a county with a population of less than 1.5M persons but more than 500K. (Pima County)	Richard Elias - 08
One representative of a nonrural county government from a county with a population of 1.5M or more persons. (Maricopa County)	Annette Stein - 09
One representative of a tribal government.	VACANT
One representative of a tribal housing department.	Rena Van Fleet - 09
One representative of the banking or lending community.	Elisa de la Vara - 11
One representative of the special needs population.	Guy Mikkelsen - 11
One representative of a statewide housing association.	Reid Butler - 08
Two representatives of the private sector of the real estate industry.	Arthur Crozier - 08 Suzanne DeConcini - 11
Three representatives from the private sector of the housing industry, one of whom is a home builder, one of whom is a multifamily housing developer and one of whom is a licensed manufactured home manufacturer or dealer.	Jean Richmond - 08 Roberto Ruiz - 11 Irving Hill - 11
Two representatives of nonprofit organizations that work on housing or other related issues, one of whom represents a nonprofit organization that works in a county with a population of less than 1.5M but more than 500K persons and one of whom represents a nonprofit corporation that works in a rural county.	Kelly E. Langford - 11 Helen Ferrell - 11
Two representatives of the general public, one of who is from a county with a population of less than 1.5M persons but more than 500K persons and one of whom is from a rural county. These members shall not be members of the board or staff of, or have any direct or indirect benefit from the dealings of, a corporation formed under title 35, chapter 5, article 1.	Janet Marcus - 11 Cass Rankin - 08
One representative of an organization that works on farm worker housing issues.	Maria Chavez - 09
The Director of the Arizona Department of Housing or the Director's designee. The director or the director's designee may only vote to break a tie vote of the other members.	Sheila Harris - 11
The Speaker of the House of Representatives and the President of the Senate or their designees who serve as advisory members. For purposes of this paragraph, "advisory members" means members who give advice to other members of the commission but who are not eligible to vote and are not members for the purpose of determining whether a quorum is present.	Speaker Robert Meza President Timothy Bee

41-3954. Arizona housing commission; definitions

A. An Arizona housing commission is established consisting of:

1. The following members who are appointed by the governor:

- (a) One representative of a rural city government.
- (b) One representative of a nonrural city government from a county with a population of less than one million five hundred thousand persons but more than five hundred thousand persons.
- (c) One representative of a nonrural city government from a county with a population of one million five hundred thousand or more persons.
- (d) One representative of a rural county government.
- (e) One representative of a nonrural county government from a county with a population of less than one million five hundred thousand persons but more than five hundred thousand persons.
- (f) One representative of a nonrural county government from a county with a population of one million five hundred thousand or more persons.
- (g) One representative of a tribal government.
- (h) One representative of a tribal housing department.
- (i) One representative of the banking or lending community.
- (j) One representative of the special needs population.
- (k) One representative of a statewide housing association.
- (l) Two representatives of the private sector of the real estate industry.
- (m) Three representatives from the private sector of the housing industry, one of whom represents home builders, one of whom represents multifamily housing developers and one of whom represents licensed manufactured home manufacturers or dealers.
- (n) Two representatives of nonprofit organizations that work on housing or other related issues, one of whom represents a nonprofit organization that works in a county with a population of less than one million five hundred thousand persons but more than five hundred thousand

persons and one of whom represents a nonprofit corporation that works in a rural county.

(o) Two representatives of the general public, one of whom is from a county with a population of less than one million five hundred thousand persons but more than five hundred thousand persons and one of whom is from a rural county. These members shall not be members of the board or staff of, or have any direct or indirect benefit from the dealings of, a corporation formed under title 35, chapter 5, article 1.

(p) One representative of an organization that works on farmworker housing issues.

2. The director or the director's designee. The director or the director's designee may only vote to break a tie vote of the other members.
3. The speaker of the house of representatives and the president of the senate or their designees who serve as advisory members. For purposes of this paragraph, "advisory members" means members who give advice to other members of the commission but who are not eligible to vote and are not members for the purpose of determining whether a quorum is present.

B. The commission shall:

1. Recommend housing strategic planning and policy.
2. Coordinate public and private housing finance programs.
3. Provide recommendations for better private and public partnerships and initiatives for developing housing.
4. Review state housing programs.
5. Encourage the development of housing opportunities for special needs populations.
6. Advise the governor, the legislature, state agencies and city, county and tribal governmental bodies on the public and private actions that affect the cost or supply of housing.

C. The members shall elect a chairperson and a vice-chairperson annually.

D. The commission shall meet at least two times each year in a county with a population of less than one million five hundred thousand persons but more than five hundred thousand persons and at least one time each year in a rural county.

E. Members appointed pursuant to subsection A, paragraph 1:

1. Serve four year terms.

2. Are not eligible to receive compensation but are eligible to receive reimbursement for expenses pursuant to title 38, chapter 4, article 2.

F. The director of the Arizona department of housing serves as executive director of the commission.

G. For purposes of this section:

1. "Rural city" means either:
 - (a) A city or town with a population of less than fifty thousand persons in a county with a population of five hundred thousand persons or less.
 - (b) A city or town within a census county division with a population of less than fifty thousand persons in a county with a population of more than five hundred thousand persons.
2. "Rural county" means a county with a population of five hundred thousand persons or less.
3. "Special needs population" includes the homeless, the seriously mentally ill, the physically disabled, individuals infected with the human immunodeficiency virus, the elderly or other populations with specialized housing needs.



ARIZONA HOUSING COMMISSION

Policies and Procedures Manual

This manual shall serve as overall guidance for operations of the Arizona Housing Commission ("Commission"). It is intended to provide consistent direction for Commission activities. However, the Commission and the Arizona Department of Housing ("Department") realize that flexibility must be maintained to meet the needs of the Commission. Changes to these policies may be adopted at any full Commission meeting with a quorum present.

A. NAME

Arizona Housing Commission

B. AUTHORITY AND RESPONSIBILITY

ARS 41-3954 and 41-1505.11

The Commission shall:

- Recommend affordable housing strategic planning and policy.
- Coordinate public and private housing finance programs.
- Provide the means for better private and public partnerships and initiatives for developing affordable housing.
- Review and oversee state housing programs.
- Encourage the development of affordable housing opportunities for special-needs populations.
- Advise the Governor, the Legislature, state agencies and city, county and tribal governmental bodies on the public and private actions that affect the cost or supply of housing.

C. VISION, MISSION, AND OBJECTIVES

1. Vision

Quality, safe, affordable housing options for all Arizonans.

2. Mission

To encourage and maintain an environment that preserves, produces and makes available affordable housing for all Arizonans.

3. Objectives

- To increase the supply of capital for affordable housing.
- To review the activities of state government and to recommend actions to increase the development of affordable housing.
- To identify and evaluate public and private actions that impact the affordability of housing.
- To educate and to communicate with the public.

Each year, the Commission will review and adopt priorities and action plans to meet these objectives.

D. OPERATING STRUCTURE

1. Membership: The Arizona Housing Commission has a voting membership, appointed by the Governor, as follows:

- a. One representative of a rural city¹ government.
- b. One representative of a nonrural city government from a county with a population of less than 1.5 million but more than 500,000 (Pima).
- c. One representative of a nonrural city government from a county with a population of 1.5 million or more (Maricopa).
- d. One representative of a rural county² government.
- e. One representative of a nonrural county government from a county with a population of less than 1.5 million but more than 500,000 (Pima).
- f. One representative of a nonrural county government from a county with a population of 1.5 million or more (Maricopa).
- g. One representative of a tribal government.
- h. One representative of a tribal housing department.
- i. One representative of the banking or lending community.
- j. One representative of the special needs population³.
- k. One representative of a statewide housing association.
- l. Two representatives of the private sector of the real estate industry.
- m. Three representatives from the private sector of the housing industry
 - One of whom is a home builder,
 - One of whom is a multifamily housing developer, and
 - One of whom is a licensed manufactured home manufacturer or dealer
- n. Two representatives of nonprofit organizations that work on housing or other related issues, one of whom represents a nonprofit organization that works in a county with a population of less than 1.5 million persons but more than 500,000 (Pima) and one of whom represents a nonprofit corporation that works in a rural county.
- o. Two representatives of the general public, one is from a county with a population of less than 1.5 million but more than 500,000 (Pima), and one of whom is from a rural county. These members shall not be members of the board or staff of, or have any direct or indirect benefit from the dealings of, a corporation formed under Title 35, Chapter 5, Article 1.
- p. One representative of an organization that works on farmworker housing issues.

2. Other Membership: The following members are not appointed by the Governor.

- a. The Director of ADOH or the Director's designee. The Director or the Director's designee may only vote to break a tie of the other members.
- b. The Speaker of the House of Representatives and the President of the Senate or their designees who serve as advisory members. For purposes of this paragraph, "advisory members" means members who give advice to other members of the Commission but who are not eligible to vote and are not members for the purpose of determining whether a quorum is present.

1 "Rural City" means either:
A city or town of less than 50,000 persons in a county with a population of 500,000 or less. A city or town within a census county division with fewer than 50,000 persons in a county with a population of more than 500,000.

2 "Rural County" means a county with a population of 500,000 persons or less.

3 "Special Needs population" includes the homeless, seriously mentally ill, physically disabled, individuals affected with HIV, elderly or other populations with specialized housing needs.

3. **Leadership:** The members shall elect a Chairperson and Vice-Chairperson annually.
 - a. **Chairperson**
 - Elected by the Commission annually. The Chairperson shall serve a maximum of two consecutive terms.
 - Presides over regular meetings, Executive Committee meetings, and special meetings.
 - Provides overall direction of activities of the Commission in consultation with the Executive Committee and staff.
 - Appoints Chairpersons and members of committees or task forces.
 - Develops agendas, arranges meetings and determines the Commission activities in collaboration with staff.
 - Shall be the spokesperson for the Commission.
 - Performs other responsibilities as determined by the Commission from time to time.
 - b. **Vice-Chairperson**
 - Elected by the Commission annually.
 - Automatically assumes the Chairmanship if the Chairperson resigns or otherwise vacates the position.
 - Presides over meetings in the event of absence or incapacity of the Chairperson.
 - Reviews minutes of the previous meeting before distribution to the Commission.
 - Serves as a member of the Executive Committee.
 - Performs other responsibilities as determined by the Chairperson or Commission from time to time.
4. **Mandatory Meetings:** The Commission must meet at least six times annually. The Commission shall meet at least two times each year in a county with a population of less than 1.5 million but more than 500,000 persons (Pima) and at least one time each year in a rural county.
5. **Appointments:** Members appointed by the Governor serve four-year terms and are not eligible to receive compensation but are eligible to receive reimbursement for expenses pursuant to Title 38, Chapter 4, Article 2.
6. **Expectations:**
 - a. Commissioners are expected to attend all meetings. In the event of an anticipated absence, a Commissioner should notify the staff or the Chairperson.
 - b. Commissioners are expected to represent their constituency in the work of the Commission.
 - c. Commissioners should be sensitive to the views, opinions, and positions of other Commission members as they participate in the work of the Commission.
7. **Committee / Task Force Structure:**

The Arizona Housing Commission will have three Standing Committees: Executive, Government Affairs and Public Education. On an as needed basis, the Chairperson of the Commission may appoint a Task Force (s) to explore specific issues and make recommendations to the full Commission. The activities of all Task Forces will continue until their work is complete. New Task Forces may be appointed as necessary.

 - a. Executive Committees

Members of the Executive Committee elected for 2003 shall serve an 18-month term of office (from January 2003 through July 2004), thereafter the officers will be elected on a

fiscal year basis rather than a calendar year.

- *Membership (6)*
 - ✓ Chairperson
 - ✓ Vice-Chairperson
 - ✓ Governmental Affairs Committee Chairperson
 - ✓ Public Education Committee Chairperson
 - ✓ Two members elected by the Commission

- *Responsibilities*
 - ✓ *Agenda Setting*
 - Include standing agenda items for updates from each Standing Committee, the Housing Finance Authority (AzHFA) and the Department.
 - Include presentations from local cities, towns, IDAs, etc., about local housing initiatives and issues, when appropriate.
 - ✓ *Review of Standing Committee and Task Force Recommendations*
 - Provide input to the recommendations back to the Committee
 - Schedule recommendation presentations on the Commission agenda
 - Provide Executive Committee comment regarding the recommendations.
 - ✓ Represent the Commission at various functions and events.
 - ✓ Conduct annual review of Commission policies.
 - ✓ Each June plan and schedule a review of current priorities and establish priorities for the next year.
 - ✓ Schedule time and location of meetings. Produce an annual calendar.
 - ✓ Participate in an annual meeting with the AzHFA.
 - ✓ Other duties as assigned by the Commission.
 - ✓ No items may be discussed which are not included on the agenda. Items brought up by the Commissioners or the Public may be placed on the agenda for the next meeting in accordance with the Open Meeting Law.
 - ✓ Items may be dropped from the agenda during the meeting, but no items may be added.
 - ✓ Items to be placed on the agenda will be submitted through the Chairperson.
 - ✓ The Executive Committee will not be empowered to adopt recommendations or to bind the Commission.

b. Government Affairs Committee

- *Membership (5-7)*

A minimum of five (5) members and a maximum of seven (7) members including the Committee Chairperson, appointed by the Chairperson of the Commission. The Commission Chairperson, a representative of the AzHFA and a representative of Department are ad hoc (non-voting) members of this Committee.

- *Responsibilities*
 - ✓ Review proposed legislation and ordinances pertaining to housing issues in the State of Arizona.
 - ✓ Support and assist the Department, Governor's Office and Legislators on legislative initiatives.
 - ✓ Identify potential legislative initiatives by August of each year.

- ✓ Provide recommendations to the Executive Committee and the Commission to assist the Commission in establishing their legislative positions by November of each year.
- ✓ Review trends locally and nationally on emerging issues and opportunities.
- ✓ Review and make recommendations to reduce the barriers to affordable housing.
- ✓ Establish a plan and process for identifying connections between/among Commission members and Arizona's congressional delegation. Plan an annual event to meet with the delegation.
- ✓ Create opportunities for other entities to bring their legislative initiatives or concerns to the Committee or the Commission.
- ✓ Other duties as assigned by the Commission.

c. Public Education Committee (5-7)

- *Membership*

A minimum of five (5) members and a maximum of seven (7) members including the Committee Chairperson, appointed by the Chairperson of the Commission. The Commission Chairperson is an ad hoc (non-voting member) of the Committee.

- *Responsibilities*

- ✓ Review existing data/reports and make recommendations regarding education activities for the Commission.
- ✓ Identify and involve other key players in the housing arena to provide information about gaps and initiatives.
- ✓ Arrange for community representatives to present their affordable housing successes and challenges to the Commission at various meetings.
- ✓ Review Commission priorities and identify education opportunities that will further those priorities.
- ✓ Assist the ADOH in planning public events such as the Homes for Arizonans Day, the Annual Conference and other events as appropriate.
- ✓ Other duties as assigned by the Commission.

8. **Staff**

- a. The Executive Director (Director of the Arizona Department of Housing.)
- b. The Department Legislative Liaison will be responsible for the day-to-day operations of the Commission and for meeting planning. The Director's Assistant will provide support to the Commission in the posting of meetings, writing and keeping of minutes and retention of all necessary records.
- c. Staff will consult with Chairperson; help develop agendas; arrange and attend meetings; ensure that formal actions are recorded and that minutes are written and distributed; provide information, reports, and data; be available to the public including other housing and community development organizations to assist in the work on the Commission; and to perform other tasks necessary for the Commission to effectively function as an advisory body.
- d. All Department Supervisors are available to assist the Commission on an as needed basis. All requests for staff support will be directed through the Chairperson.

9. **Meetings**

a. Schedule

- The Commission will meet not less than six times annually at times and locations established by the Commission, including at least two meetings in a county with a population of less than 1.5 million but more than 500,000 persons (Pima) and at least one time in a rural county.
- The Chairperson, the Executive Committee and/or the Executive Director may schedule additional meetings with 48 hours advance notice.
- All meetings are open to the public and held in accordance with the Open Meeting Law.

b. Quorum

- A quorum is defined as one member more than one half of the existing voting membership.
- In the absence of a quorum, the Commission cannot deliberate or propose any action, nor can there be any vote or decision. Under unusual circumstances, if a public meeting has been scheduled, due notice given to the public and a quorum fails to appear, those members present may informally listen to scheduled presentations. In the absence of a quorum, no member of the Commission shall purport to convene a meeting or take any action that might suggest that a meeting of the Commission is in progress.

c. Attendance

- All Commission members have an obligation to attend each meeting.
- All Commission members are expected to actively participate in activities of the Commission.
- A Commission member may attend and participate at a regular Commission meeting by telephone only under extenuating circumstances as determined by the member, the staff and the Executive Committee.
- Elected officials who have been appointed to a seat on the Commission may send a Designee to the meetings in their absence. The Designee will not have voting privileges.
- Members with unexcused absences from three consecutive meetings, or half of all meetings in one year, will be asked to submit their resignation.

d. Executive Session

The Commission may choose to have an executive session for discussion and consideration of particular subjects pursuant to A.R.S. §38-431.03.

e. Meeting Minutes

- Minutes will be kept of all meetings and draft minutes will be available within three (3) working days of the last Commission meeting.
- Minutes are not required of task force and committee meetings, but meeting reports will be presented at the next regularly scheduled meeting of the Commission.
- Written copies of minutes will be retained for a period of five years at the Department.

f. Provisions for Public Input

- A "Call to the Public" will be included in the agenda. Members of the public will be advised that no discussion can be had on items not listed on the agenda. The public may suggest possible agenda items for future discussion to the Chairperson.
- A guest sign-in sheet will be available at all meetings. They will be retained with all other Commission documents.

g. Voting

- Each Commissioner (who is not an advisory member) in attendance will have one vote.
- All decisions will be made by a simple majority vote of Commission members present and voting.
- Absentee voting will not be allowed.

- The numerical breakdown of votes will be reflected in the minutes in the case of a close decision.
 - Commissioners desiring to abstain on any vote may do so and their abstention shall be noted in the meeting minutes.
 - Elected officials may designate someone to attend in their place, but that person will not have voting privileges.
- h. Committee/Task Force Meetings
- Meetings may be attended in person or by conference call when the meetings are held at the Department.
 - Task Forces and committees may be comprised of members of the public as well as members of the Commission.
- i. Agenda and Minutes
- The agenda for the Commission meetings will be emailed to the Notifications mailing list. The meeting minutes will be distributed to the Commission members and to anyone else who so requests. A comprehensive email notification system will be maintained. The agendas for committee meetings or task force meetings will be posted as required by law.

E. CONFLICT OF INTEREST

Members of the Arizona Housing Commission are referred to the State Conflict of Interest Law (Arizona Revised Statutes Title 38, Article 8, and A.R.S. §§38-501 through 38-511).

F. ETHICS TRAINING

Each Commissioner is required to take Arizona Department of Administration Ethics training within six months after the date of appointment.

AHC Policies and Procedures
Recommended Changes

1. Executive Committee Makeup (page 4)
 - a. Add Committee Vice-chairs
 - b. Add 2 "Ad-hoc" members designated as representatives from Fannie Mae and HUD

2. Subcommittee Makeup (pages 4-5)
 - a. Remove number limitations
 - b. Replace limitations with statement such as: "All Commissioners are encouraged to participate in one of two standing committees."

Arizona Housing Commission
Meeting Calendar

2007



January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Phoenix—Homes for Arizonans Day

February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Phoenix

March

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Phoenix

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Phoenix

May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Phoenix

June

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Cottonwood/Payson

July

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NO MEETING

August

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Oro Valley—RDC

September

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Ft. Mc Dowell—FORUM

October

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Tucson

November

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

NO MEETING

December

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Phoenix w/ AzHFA

Arizona Housing Commission
2007 Meeting Schedule Detail

Monthly Meeting Dates = ○

- January 17—Homes for Arizonans Day
- February 23
- March 30
- April 27
- May 25
- June 29—Cottonwood or Payson
- July—No Meeting
- August 15—RDC—Oro Valley
- September 11—Governor's Housing Forum
- October 26—Tucson
- November—No Meeting
- December 7—Joint meeting with AzHFA

Executive Committee Meetings = ○

- January 5
- February 2
- March 2
- April 6
- May 4
- June 1
- July
- August 3
- September 7
- October 5
- November 2
- December

Reminder: Committee meetings are from 9:00 AM - 10:00 AM on the day of the Commission meeting.
 Commission meetings are from 10:00 AM - 12:00 PM.
 Executive Committee meets 9:30 AM-11:00 AM.
 Joint Meeting of the AHC and AzHFA - December 7, 2007.
 Non-Phoenix meetings will run 11:00 AM to 2:00 PM; Committee meetings beginning at 11:00 AM and the monthly meeting beginning at 12:00 noon.

Arizona Department of Housing
 1700 W. Washington Street, Suite 210
 Phoenix, Arizona 85007
 Phone: 602-771-1007
 Fax: 602-771-1002



ARIZONA HOUSING COMMISSION

Hopes, dreams and reality... affordable housing for all.

ARIZONA HOUSING COMMISSION 2006 -2007 STANDING COMMITTEES

EXECUTIVE COMMITTEE	PHONE	FAX	E-MAIL
Jean Richmond-Bowman – Chair	(928) 779-3071	(928) 779-4211	jean@nazba.org
Maria Chavez - Vice Chair	(602) 971-1235	(602) 971-1235	chavezmariav@yahoo.com
Juan Salgado – Chair Gov’t Affairs	(602) 262-7304	(602) 534-4726	juan.salgado@phoenix.gov
Emily Nottingham – at-large & Vice Chair Gov’t Affairs	(520) 791-4171	(520) 791-5407	Emily.Nottingham@tucsonaz.gov
Greg Petz – at-large & Chair of PE	(928) 428-0410	(928) 428-8934	gpetz@graham.az.gov
Arthur Crozier – Vice Chair of PE	(928) 369-4000	(928) 786-4713	arthurc@resortaz.com
Elisa de la Vara – at-large	(602) 758-6897		elisa.elisadelavara.com
Rebecca Flanagan – ad hoc	(602) 379-7109	(602) 379-4431	rebecca.e.flanagan@hud.gov

Public Education Committee

PUBLIC EDUCATION COMMITTEE	PHONE	FAX	E-MAIL
Arthur Crozier - Chair	(928) 369-4000	(928) 786-4173	arthurc@resortaz.com
Elisa de la Vara	(602) 758-6897		elisa.elisadelavara.com
Helen Ferrell	(928) 527-1356	(928) 527-1356	hferrell@bothands.org
Maria Chavez	(602) 971-1235	(602) 971-1235	chavezmariav@yahoo.com
Greg Petz	(928) 428-0410	(928) 428-8934	gpetz@graham.az.gov
Annette Stein	(602) 506-4606	(602) 506-8789	astein@mail.maricopa.gov
Rebecca Flanagan	(602) 379-7109	(602) 379-4431	rebecca.e.flanagan@hud.gov
Jean Richmond-Bowman	(928) 779-3071	(928) 779-4211	jean@nazba.org

Governmental Affairs Committee

GOVERNMENTAL AFFAIRS	PHONE	FAX	E-MAIL
Juan Salgado - Chair	(602) 262-7304	(602) 495-5605	juan.salgado@phoenix.gov
Emily Nottingham	(520) 791-4171	(520) 791-5407	Emily.Nottingham@tucsonaz.gov
Guy Mikkelson	(602) 285-1800	(602) 285-1838	gmikkelsen@fslaz.org
Cass Rankin	(928) 773-6416	(928) 773-6499	catherine.rankin@aps.com
Reid Butler	(602) 258-6888	(602) 707-7771	reid@butlerhousingcompany.com
Janet Marcus	(520) 327-1339	(520) 327-1339	jmarcus21@cox.net
Susie DeConcini	(520) 918-5154	(520) 325-8784	susied@longrealty.com



ARIZONA HOUSING COMMISSION

LAST NAME	FIRST NAME	ORGANIZATION	ADDRESS	CITY	ST	ZIP	PHONE	FAX	E-MAIL ADDRESS
Bee	Tim	Arizona State Senate	1700 W. Washington	Phoenix	AZ	85007-2890	(602) 926-5683	(602) 417-3247	tbee@azleg.gov
Butler	Reid	Arizona Multi-housing Association	1014 N. 2nd Street, #2	Phoenix	AZ	85004	(602) 258-6888	(602) 707-7771	reid@butlerhousingcompany.com
Chavez	Maria	AZ Interagency Farmworker Coalition	2929 E. Cannon Drive	Phoenix	AZ	85028	(602) 971-1235	(602) 971-1235	chavezmariav@yahoo.com
Crozier	Arthur	Frank M. Smith & Assoc., Inc.	P.O. Box 27	Pinetop	AZ	85935	(928) 369-4000	(928) 786-4173	arthurc@resortaz.com
de la Vara	Elisa	General Public		Phoenix	AZ		(602) 758-6897		elisa@elisadelavara.com
DeConcini	Suzanne	Long Realty	2646 N. Grannen Road	Tucson	AZ	85745	(520) 918-5154	(520) 325-8784	susied@longrealty.com
Elias	Richard	Pima County Board of Supervisors	130 W. Congress St., 11th Floor	Tucson	AZ	85701-1332	(520) 740-8126	(520) 884-1152	district5@exchange.co.pima.az.us
Ferrell	Helen	Bothands, Inc.	P.O. Box 30134	Flagstaff	AZ	86003	(928) 527-1356	(928) 527-1356	hferrell@bothands.org
Hill	Irving	Fleetwood Homes of Arizona	6112 N. 56th Avenue	Glendale	AZ	85311	(623) 670-5028	(623) 931-9742	irv.hill@fleetwood.com
Langford	Kelly	Tucson Urban League	2305 S. Park Avenue	Tucson	AZ	85713	(520) 791-9522	(520) 624-9364	klangford@tucsonurbanleague.org
Marcus	Janet	General Public	4949 E. Glenn Street	Tucson	AZ	85712	(520) 327-1339	(520) 327-1339	jmarcus21@cox.net
Meza	Robert	Arizona House of Representatives	1700 West Washington	Phoenix	AZ	85007-2890	(602) 926-3425	(602) 417-3114	rmeza@azleg.gov
Mikkelsen	Guy	Foundation for Senior Living	1201 E. Thomas Road	Phoenix	AZ	85014	(602) 285-1800	(602) 285-1838	gmikkelsen@fsl.org
Moreno	Marty	Town of Sahuarita	P.O. Box 604	Sahuarita	AZ	85629	(520) 648-2212		martyscasa@aol.com
Nottingham	Emily	Tucson Community Services Department	P.O. Box 27210	Tucson	AZ	85726	(520) 791-4171	(520) 791-5407	Emily.Nottingham@tucsonaz.gov



ARIZONA HOUSING COMMISSION

Petz	Gregory	Graham County	507 N. High School Avenue	Thatcher	AZ	85552	(928) 428-0410	(928) 428-8934	gpetz@graham.az.gov
Rankin	Catherine	General Public	412 E. David	Flagstaff	AZ	86001	(928) 773-6416	(928) 773-6499	catherine.rankin@aps.com
Richmond-Bowman	Jean	Northern Arizona Building Association	1500 E. Cedar, #86	Flagstaff	AZ	86004	(928) 779-3071	(928) 779-4211	jean@nazba.org
Ruiz	Roberto	Ruiz Engineering	3777 E. Broadway Blvd., Ste. 200	Tucson	AZ	85716	(520) 320-9799	(520) 320-9799	roberto@ruizeng.com
Salgado	Juan	City of Phoenix	251 W. Washington St., 8th Fl.	Phoenix	AZ	85003	(602) 262-7304	(602) 534-4726	juan.salgado@phoenix.gov
Stein	Annette	Maricopa County Human Services	234 N. Central Avenue	Phoenix	AZ	85004	(602) 506-4606	(602) 506-8789	astein@mail.maricopa.gov
Van Fleet	Rena	Recreation Director Colorado River Indian Tribes	Route 1, Box 23-B	Parker	AZ	85344	(928) 669-1350	(928) 669-2921	champs@rraz.net

**Comparison of
Housing Department - Housing Commission -
Housing Finance Authority
Powers and Duties and Membership**

Powers and Duties

<p style="text-align: center;">Department of Housing (ARS 41-3953)</p>	<p style="text-align: center;">Housing Commission (ARS 41-3954)</p>	<p style="text-align: center;">Housing Finance Authority (ARS 41-3901 – 41-3906)</p>
<p>The Department of Housing is:</p> <ul style="list-style-type: none"> • The designated State Public Housing Agency • Responsible for establishing policies, procedures and programs that the Department is authorized to conduct to address the affordable housing issues confronting this state, including housing issues of low-income/moderate income families, housing affordability, special needs populations and decaying housing stock. • Exempt from the Procurement Code • The public housing agency for the purpose of accepting federal housing assistance monies and may participate in the housing assistance payments program <p>The Department of Housing:</p> <ul style="list-style-type: none"> • Performs the duties prescribed in ARS 35-726 – approval of general plan before issuing bonds • Performs the duties prescribed in ARS 35-728 – allocating low-income housing tax credits • Performs the duties prescribed in ARS 35-913 – special allocations for mortgage revenue bonds and mortgage credit certificates • Performs duties prescribed in ARS Title 41, Chapter 4.3 concerning Neighborhood Preservation • Provides to qualified housing participants and political subdivisions of this state financial, advisory, consultative, planning, training and educational assistance for the development of safe, decent and affordable housing, including housing for low/ moderate income households. 	<p>The Commission shall:</p> <ul style="list-style-type: none"> • Recommend housing strategic planning and policy • Coordinate public and private housing finance programs • Provide recommendations for better private and public partnerships and initiatives for developing housing • Review state housing programs • Encourage the development of housing opportunities for special needs populations • Advise the Governor, Legislature, State Agencies and City, County and Tribal Governmental bodies on the public and private actions that affect the cost or supply of housing • Members shall elect a chairperson and a vice-chairperson annually. • Shall meet at least two times each year in a county with a population of less than 1.5 million but more than 500,000 and at least one time each year in a rural county. • Chapter 334 – 441R – H Ver of SB 1246, Sec. 7 establishes a Housing Commission task force on tax exempt mortgage financing: <ul style="list-style-type: none"> ✓ Twelve members ✓ Chair appointed by Governor ✓ Shall meet twice per year to review the availability of financing for single family housing and the role of the private activity bond allocation process in facilitating the availability of financing for low to medium-income families in all areas of the state. 	<p>The Board of Directors may:</p> <ul style="list-style-type: none"> • Adopt an official seal and alter the seal • Apply for, accept and administer grants of monies or materials or property of any kind from a federal agency or others • Issue bonds or certificates or provide financial assistance for housing purposes • Issue bonds for projects consisting of multifamily residential rental properties in rural areas and shall notify city, town, county or tribal government that a multifamily residential rental project is planned • Issue bonds to finance residential dwelling units • Establish mortgage credit certificate programs to finance residential dwelling units • Make and enter into agreements, including intergovernmental agreements pursuant to Title 11, Chapter 7 Article 3 regarding Intergovernmental Operations, Joint Exercise of Powers • Enter into covenants and agreements with any federal agency, private agency, corporation or individual to perform all acts that may be necessary, convenient or desirable in order to secure bonds • Employ or contract with housing experts, engineers, architects, attorneys, accountants, construction and financial experts and such other persons as may be

**Comparison of
Housing Department - Housing Commission -
Housing Finance Authority
Powers and Duties and Membership**

Department of Housing (ARS 41-3953)	Housing Commission (ARS 41-3954)	Housing Finance Authority (ARS 41-3901 – 41-3906)
<p>The Department shall:</p> <ul style="list-style-type: none"> • Establish guidelines applicable to the programs/activities of the Department for the construction and financing of affordable housing and housing for low/moderate income households in the state. • Provide staff support to the Arizona Housing Commission and coordinate its activities • Accept and allocate monies appropriated by the legislature • Stimulate and encourage all local, state, regional and federal government agencies and all private persons and enterprises that have similar and related objectives and purposes, cooperate with the agencies, persons and enterprises and correlate department plans, programs and operations with those of the agencies, persons and enterprises. • Conduct research pertaining to department objectives • Provide information and advice on matters within the scope of department activities • Consult with or make recommendations to the Governor/Legislature concerning department objectives • Make annual reports to the Governor/Legislature on its activities including geographic location of activities, finances and scope of its operations • Under take all activities under the section 8 tenant based rental housing assistance payment program in those areas of this state where an existing public housing authority has not been established. • Not itself directly own, construct, operate or rehabilitate housing units • Notify a city, town, county or tribal government 	<ul style="list-style-type: none"> ✓ Shall issue an annual report of its activities, findings and recommendations on or before August 31 of each year. ✓ Shall issue an interim report on or before August 31, 2002 ✓ Shall issue a final report on or before August 31, 2004 on the availability of financing for single-family housing and the distribution and use of private activity bonds in this state. ✓ The report shall contain 1) information concerning the uses of private activity bonds issued by eligible corporations during the two preceding calendar years; 2) information concerning the use of mortgage revenue bond proceeds or mortgage credit certificates issued during the preceding three calendar years; and 3) recommendations for any modifications to title 35, chapters 5 and 7, Arizona Revised Statutes. ✓ Shall prescribe the required form and content of the information to be submitted by the corporations. • SB 1204 stipulates that the Commission must establish a temporary committee composed of representatives of all stakeholders in industrial development authority financing for single family and multiple family housing allocations. ✓ Shall submit a written report of its recommendations on allocations and improvements. 	<p>necessary</p> <ul style="list-style-type: none"> • Appoint an executive director and other employees as it deems necessary • Sue and be sued • Acquire and maintain office space, equipment, supplies, services and insurance • Contract with, act as guarantor for or co-insure with any federal, state or local governmental agency and other organizations or corporations in connection with its housing activities • Adopt bylaws and administrative rules • Protect and enforce the interests of the authority in any project financed through the authority's resources • Enter into and inspect any housing facility financed through the authority's resources to investigate its physical condition, construction, rehabilitation, operation, management and maintenance and to examine all records relating to its capitalization, income and other related matters. • Establish fees and collect reimbursement of costs in connection with the issuance of bonds or certificates pursuant to 41-3906 regarding issuance of bonds or mortgage credit certificates • Acquire title to real property by gift, grant or operation of law, or by purchase if the board deems the purchase necessary to preserve the affordability of a housing facility, and may hold the title for a

**Comparison of
Housing Department - Housing Commission -
Housing Finance Authority
Powers and Duties and Membership**

<p style="text-align: center;">Department of Housing (ARS 41-3953)</p>	<p style="text-align: center;">Housing Commission (ARS 41-3954)</p>	<p style="text-align: center;">Housing Finance Authority (ARS 41-3901 – 41-3906)</p>
<p>that a program or project is planned for its jurisdiction and before proceeding and shall seek comment</p> <ul style="list-style-type: none"> • Not interfere with or attempt to override the local jurisdiction's planning, zoning or land use regulations <p>The Department may:</p> <ul style="list-style-type: none"> • Assist in securing construction and mortgage financing from public and private sector sources • Assist mortgage financing programs established by industrial development authorities and political subdivisions of this state • Assist in the acquisition and use of federal housing assistance programs • Assist in the compliance of proposed residential development • Prepare and publish planning and development guidelines for the establishment and delivery of housing assistance programs • Contract/subcontract to carry out financial work on the federal agency's behalf and accept payment for the work • Contract out for advisers, consultant and aides • Contract or incur obligations reasonably necessary or desirable to enable the department to adequately perform its duties • Use media for dissemination of information • Adopt rules • Contract with other agencies • Use monies, facilities or services to provide contributions under federal or other programs that further the objectives and programs of the Department 		<p>temporary period of time. On acquiring title to real property, the authority shall immediately begin the process of disposing of the property on the real estate market for its market value.</p> <p>The Authority shall not acquire title to real property by eminent domain</p> <ul style="list-style-type: none"> ▪ The Board may provide for the irrevocable transfer of surplus monies in bond funds and the certificate fund to the housing trust fund or the Arizona Department of Housing Program Fund to repay any amounts previously transferred from the Arizona Department of Housing to the Authority.

**Comparison of
Housing Department - Housing Commission -
Housing Finance Authority
Powers and Duties and Membership**

Department of Housing (ARS 41-3953)	Housing Commission (ARS 41-3954)	Housing Finance Authority (ARS 41-3901 – 41-3906)
<ul style="list-style-type: none"> • Accept gifts, grants, matching monies or direct payments from public or private agencies or private persons for the conduct of programs (Administration of • Establish and collect fees and receive reimbursement for costs in connection with any programs or duties performed by the department • Provide staff support to the Arizona housing finance authority and coordinate its activities • Obligate monies as loans or grants applicable to programs and activities for the purpose of providing housing opportunities for low/moderate income households or for housing affordability or to prevent or combat decaying housing stock <p>Other:</p> <ul style="list-style-type: none"> ▪ Approve the spending of Housing Trust Fund monies for developing projects and programs connected with providing housing opportunities for low and moderate-income households and for housing affordability and Arizona Housing Finance Authority programs. (H.B.2615 41-3955 C) ▪ Report annually to the legislature on the status of the Housing Trust Fund. ▪ The Department shall allocate fund monies as loans or grants for the construction or renovation of facilities for housing pursuant to this section to implement a housing demonstration program in areas in this state that contain state prison facilities. 		

**Comparison of
Housing Department - Housing Commission -
Housing Finance Authority
Powers and Duties and Membership**

Membership

Housing Commission¹	Housing Finance Authority
<ul style="list-style-type: none"> • Director of the Arizona Department of Housing serves as Executive Director of the Commission <p>One representative of:</p> <ul style="list-style-type: none"> • a rural city government • a non-rural city government from a county with population of less than 1,500,00 but more than 500,000 persons • a non-rural city government from a county with population of 1,500,00-or more persons • a rural county government • a non-rural county government from a county with a population of less than 1,500,00 but more than 500,000 persons • a non-rural county government from a county with a population of 1,500,00-or more persons • a tribal government • a tribal housing department • the banking and lending community • the special needs population • a statewide housing association • an organization that works on farm worker housing issues. <p>Two representatives of:</p> <ul style="list-style-type: none"> • the private sector of the real estate industry • nonprofit organizations that works on housing or other related issues, one of whom represents a nonprofit organization that works in a county with a population of less than 1,500,000 persons but more than 500,000 persons and one of whom represents a nonprofit corporation that works in a rural county • the general public, one of whom is from a county with a population of less than 1,500,000 persons but more than 500,000 persons and one of whom is from a rural county – These members shall not be members of the board or staff of, or have any direct or indirect benefit from the dealings of, a corporation formed under title 35, chapter 5, article 1. <p>Three representatives from the private sector of the housing industry, one of whom represents home builders, one of whom represents multifamily housing developers and one of whom represents licensed manufactured home manufacturers or dealers</p>	<ul style="list-style-type: none"> • Seven members appointed by the Governor • Requires consent of Senate pursuant to ARS 38-211 • Diverse geographical representation for the board • Residents of the state • Not more than 4 from the same political party

• ¹ Speaker of the House of Representatives or the President of the Senate or their designees serve as advisory members (not eligible to vote)



*Arizona Housing
Finance Authority*

**Arizona Housing Finance Authority (AzHFA)
Board Members**

Victor Flores (Chairman)
Salt River Project
P.O. 52025, PAB 211
Phoenix, AZ 85072
Phone: 602-236-3039
FAX: 602-236-5950
vmflores@srpnet.com

Donald Brandt (Vice Chairperson)
Pinnacle West Corporation
400 N. 5th St.
Phoenix, AZ 85004
SEND MAIL TO:
P.O. Box 53999
MS 9042
Phoenix, AZ 85072-3999
Phone: 602-250-5602
FAX: 602-250-3002
Donald.brandt@pinnaclewest.com

Brian Mickelsen (Secretary)
City of Cottonwood
827 N. Main Street
Cottonwood, AZ 86326
Phone: 928-634-5526
FAX: 928-634-5520
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Ross McCallister (Treasurer)
MC Companies
1609 North Wilmot Road, Suite 106C
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Rita Carrillo
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609 S. Beeline Highway
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FAX: 928-474-5711
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**AzHFA Board Members that have been
appointed but not yet confirmed by the
Senate**

Richard Houseworth
Capitol Bancorp, Limited/Dir. Govt.
Relations
2777 E. Camelback, Suite 375
Phoenix, AZ 85016
Phone: 602-977-3799
Richard.houseworth@capitolbancorp.com

Arthur Crozier
Frank M. Smith & Associates, Inc.
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FAX: 520-369-1383
arthurc@resortaz.com



ARIZONA HOUSING COMMISSION

TRAVEL REIMBURSEMENT FORM

Commissioner Information

Name:

Organization:

Address:

City, State, Zip:

Phone:

Date Submitted:

Cost Description

Auto Mileage: (total round trip)

Speedometer Readings:

Start: End: Total Miles: @ 44.5¢/mile \$

Lodging:

Nights @ \$ /night (receipts are required for lodging reimbursement) \$

Per Diem Meals (number of each):

Breakfast: Lunch: Dinner: (per diem rate based on location)

Reason for Travel

Event:

Date:

Location:

Other Required Information

Commissioner Signature _____

Social Security Number:

Driver's License Number:

Car License Plate Number:

FOR DEPARTMENT USE ONLY

Code:

Authorizing Signature: _____



Rules of Order

Brief Synopsis

Order of Business (typical outline of agenda for meeting)

1. Call to Order
2. Roll Call of Members Present
3. Approval of Minutes of last meeting
4. Officers' Reports
5. Committee Reports
6. Old Business
7. New Business
8. Announcements
9. Adjournment

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or stand on an issue.

Individual members can:

1. Call to order
2. Second motions
3. Debate motions
4. Vote on motions

HOW ARE MOTIONS PRESENTED?

- Wait until the last speaker has finished.
- Address the Chairman by saying "Mr. Chairman" and wait until you are recognized.
- Make your motion. Always state in the affirmative. Say, "I move that we..." rather than "I move that we do not..."
- Wait for someone to second your motion or the Chairman calls for a second.
- If there is no second, your motion is lost.

- If there is a second, the Chairman will state your motion by saying, "It has been moved and seconded that we..." Your motion is then placed before the membership for consideration and action (vote). They may debate your motion or move directly to a vote. Once your motion is presented to the membership by the Chairman, it cannot be changed by you without the consent of the membership.

STATE THE QUESTION

The Chairman, after the motion has been moved and seconded, will "state the question", that is, "It is moved and seconded that..." If there is no debate or discussion appears closed, he will "Put the question" (see discussion below). If there appears to be discussion, the motion is expanded.

EXPANDING YOUR MOTION

It is at this point that you may speak in favor of your motion, rather than at the time you present it.

- The mover is always allowed to speak first.
- Comment and debate must be directed at the Chairman.
- The mover may speak again only after other speakers are finished, unless called upon by the Chairman.

PUTTING THE QUESTION TO THE MEMBERSHIP

The Chairman will ask, "Are you ready to vote on the question?"
If there is no more discussion, a vote is taken.

VOTING

By voice – The Chairman asks those in favor to say "Aye", those opposed to say "No".
Any member may move for an exact count.

ADJOURNMENT

The motion to adjourn cannot be made except by a member who has the floor. It cannot be made while the assembly is voting or while a vote is being counted.

The Chair should be sure that no important matters have been overlooked. If it is found that there are other matters to be considered by the body, the mover should be requested to withdraw his motion to adjourn. The matter should be dealt with and the motion restated and voted on.



Agenda

Arizona Housing Commission

April 27, 2007

Committee Meetings ~ 9:00 a.m.

Commission Meeting ~ 10:00 a.m.

Arizona Department of Housing

1110 W. Washington St., Suite 280

Phoenix, AZ 85007

1. **Call to the Public (Jean Richmond-Bowman)**
2. **Presentation to Representative Paton (Jean Richmond-Bowman & Sheila Harris)**
3. **Approval of December 1, 2006, January 17, 2007, February 23, 2007 and March 23, 2007 Meeting Minutes (Jean Richmond – Bowman)**
Vote to approve or deny.
4. **Chair's Report (Jean Richmond – Bowman)**
 - Introduction of new Commission Members (Marty Moreno, Irving Hill, Helen Hudgens-Ferrell and Kelly Langford)
 - Explanation of Public Hearing – CDBG
 - Appointment to the Nominating Committee
 - Adeline Allen (Sent flowering plant on behalf of the AHC)
 - Policy Review & Changes
5. **Director's Update (Sheila Harris)**
 - Community Dialogues
 - EPA Grant
 - Growth Cabinet
 - Housing Symposium Chicago
 - Decision Theater
 - Legislative Update
6. **Committee Updates**
 - Public Education
 - Governmental Affairs
7. **Other Business**
 - Next meeting Executive Meeting May 4 at Decision Theater
 - May 25th meeting Cottonwood or Payson (Memorial Day week-end) or June 1st
 - Executive Committee Meeting June 8th if Board Meeting is on June 1st
 - June 29th at Decision Theater
 - Tour Arizona Department of Housing new offices.
8. **Adjournment**

The agenda may be amended up to 24 hours prior to scheduled meeting. Agenda items may be taken out of order.
If you need a reasonable accommodation to fully avail yourself of this meeting, contact the Arizona Department of Housing 602-771-1000; TTY 602-771-1001 prior to the meeting so that accommodations can be made. Ask for Joy Johnson.



ARIZONA HOUSING COMMISSION

Minutes

Arizona Housing Commission

December 1, 2006

Committee Meetings ~ 9:30

Commission Meeting ~ 10:30

Phoenix City Hall ~ Old City Hall

3rd Floor - Ceremonial Room

17 S. 2nd Avenue ~ Phoenix, AZ

Commissioners Present

Rosa Bruce

Scot Butler III

Arthur Crozier

Elisa de la Vara

Emily Nottingham

Cass Rankin

Juan Salgado

Others in Attendance

Jennifer Claire Auer

(ThinkAZ)

Reid Butler

Maria Chavez

Susie DeConcini

Janet Marcus

Greg Petz

Jean Richmond-Bowman

Staff Present

Sheila Harris

Karen Scates

Sue Dabbs - Preciado

Pat Boland

Meggan Medina

Berta Enriquez

Ann Pratt

Carl Kinney

Chairperson Richmond-Bowman called the meeting to order at 10:35 AM. Commissioners present constituted a quorum, meeting continued.

1. Call to the Public (Jean Richmond - Bowman)

Chairperson Richmond-Bowman made a call to the public and asked all visitors to introduce themselves.

2. Approval of October 27, 2007 Meeting Minutes (Jean Richmond - Bowman)

Vote to approve or deny.

Chairperson Richmond-Bowman asked for a motion to accept the minutes from the October 27 meeting. Commissioner de la Vara made the motion to accept the October meeting minutes, Commissioner Bruce seconded, motion carried.

3. Chair's Report (Jean Richmond - Bowman)

Chairperson Richmond-Bowman thanked the Commissioners whose appointments have been renewed for volunteering for another term. Reappointed Commissioners are: Elisa de la Vara, Janet Marcus, Guy Mikkelsen, Robert Ruiz, John Salgado, and Susie De Concini. She also thanked Rosa Bruce who is stepping down from the Commission for her hard work in the many years of service she has given the Commission. Three applications have been received to date for the openings on the Commission. She also stated that if people are interested in applying for

open positions to go to the State's website under Boards and Commissions and complete an application.

Chairperson Richmond-Bowman shared that she attended a Fannie Mae hosted event in Chicago in November and was able to network with several colleagues from the Housing industry.

Chairperson Richmond-Bowman also announced Commissioners would be gathering to go over last minute details prior to Homes for Arizonans Day on January 17 at 10AM.

4. Administrative Matters (Dr. Sheila Harris)

a. New ADOH Staff Introductions

Dr. Harris introduced new Housing staff. Sue Dabbs-Preciado is the new Executive Assistant replacing Karen Zanzucchi. She then asked Carl Kinney, administrator for the Housing Finance Authority, to introduce his new staff. Mr. Kinney introduced Berta Enriquez who replaced Kyle Johnson in the MCC program and Ann Pratt, the new administrative assistant who is shared by the Housing Finance Authority and the Special Needs program.

b. Clearing House

Dr. Harris reported the Clearing House is going forward, with the help of the National Governors' Association (NGA) and Fannie Mae. The Governor is convening the second summit with Arizona Mayors on December 12, and the Department of Housing is one of three agencies presenting. Dr. Harris reported that she has also met with the League of Cities and Towns and that the League has selected housing affordability as one of their legislative priorities and that it will be a focus for the coming year.

c. Discussion with IDAs

Dr. Harris reported the Phoenix IDA has had a planning meeting. They also have a new Executive Director. Dr. Harris is in conversation with both the Phoenix and Maricopa IDAs regarding the possibility of a streamlined process with a combined application.

d. Legislative Report

Dr. Harris turned the report over to Meggan Medina. Ms. Medina gave a brief report on the Senate committee assignments and shared that the House committees would most likely be announced the following week. She gave an update on possible legislation and possible leaders of the legislation.

Ms. Medina also gave the Commissioners' their legislative contact list for Homes for Arizonans Day, which is January 17, 2007. The format is different this year than past years. The day will begin at 11:00 AM, as the thrust this year is to have the Legislators come to the lunch versus the Commissioners making office visits. She handed out the invitations for Commissioners to sign and add a personal note. A follow-up invitation schedule was developed for the Commissioners to use in contacting the legislators as a reminder for Homes for Arizonans Day. Commissioners were to contact their assigned

legislators: December 15 (one month before), the week of January 10 (one week before), and January 16 (the day before).

5. Update Homes For Arizonans' Day (Jean Richmond-Bowman/Meggan Medina)

Most of the update was given in the Legislative Update. R.L. Brown is the keynote at the luncheon and Senator Tim Bee is confirmed to present the awards. Governor Napolitano is scheduled to be in attendance. As a reminder, it was announced again that Commissioners will be meeting at 10:00 AM the morning of the event. If any Commissioners would like to help set-up, they were asked to be at the Department at 9:00 AM. The theme for the day is "Growing State - Changing Market - Flourishing Communities."

6. Update Decision Theater Task Force (Jean Richmond-Bowman)

Update on the Decision Theater Task Force will be given in more detail at the January 17th meeting if time allows before the Homes for Arizonan's Day. The Arizona Housing Commission Executive Team will be going to the Decision Theater on February 5th for a presentation and on February 23rd the entire Arizona Housing Commission Team will be attending a presentation.

7. Update Stakeholder Meetings (Sheila Harris/Meggan Medina)

Dr. Harris turned this portion of the meeting over to Ms. Medina. Ms. Medina stated she and Dr. Harris had met with the League and offered that they would be of assistance on moving forward the Incentive Task Force recommendations as they relate to Cities and Towns.

Dr. Harris announced that the Governor's Growth Meeting information will be presented on December 1, 2006 with a total of 54 recommendations. Not all of these are up for endorsement; however, it is believed that the Clearing House is one that looks promising for endorsement. There are several relatively non-controversial legislative items being presented as well.

In the future, GADA and WIFA will be working more closely together in combining their efforts.

"Homes for Working Families" is a relatively new non-profit organization that has recently produced a policy handbook based on some innovative research. The initial findings of this new research will be available in mid-December.

Ms. Richmond-Bowman, who has been working with cities and government, commented that they (local governments) are willing to work with us which is a positive step in the right direction and hope that the progress and cooperation will continue.

8. Committee Reports (Juan Salgado & Arthur Crozier)

a. Governmental Affairs

Several new legislators were elected and the need is there to target key legislators regarding housing issues. After the election there is now a smaller gap between the parties than previously. Need to discuss how to strategize with the new legislators and put talking points together.

b. Public Education

Homes for Arizonan's Day is January 17th. It is believed that 36% of the leadership doesn't have a clear understanding about homes for working families, i.e., Mayors, Legislators, etc.

9. **Report from AzHFA Board member – 2006 Update**

Mr. Kinney gave a brief history of the AzHFA and shared with the Commission monies dispersed from 2004 to the current 2006 issuance. AzHFA has made great strides in the last three years in Rural Arizona as they are in 11 of 13 counties and will work on getting Greenlee & La Paz into the program.

Mr. Kinney introduced Joseph Gutierrez and Janet Shapiro and staff with Countrywide the #1 lender/partner and hosts for the luncheon today.

Arizona Tribal Finances (CDFI) is interviewing for a potential CEO and should have one in the near future either temporary or full-time. Loans have been committed for infrastructure in Yavapai. Arizona Department of Corrections Workforce Advisory Board is offering training for inmates in construction as a means to make a living and partnering to produce affordable housing. Looking to use this in Safford at or near the prison site where there is a dire need for housing for miners.

10. **Adjournment**

Dr. Harris thanked Pat Boland for being there today during the transition and also a thank you to Ann Pratt, Berta Enriquez and Sue Dabbs-Preciado for help setting up the lunch and meeting.

Meeting adjourned at 11:40 a.m.

The agenda may be amended up to 24 hours prior to scheduled meeting. Agenda items may be taken out of order.
If you need a reasonable accommodation to fully avail yourself of this meeting, contact the Arizona Department of Housing 602-771-1000; TTY 602-771-1001 prior to the meeting so that accommodations can be made. Ask for Joy Johnson.



Minutes

Arizona Housing Commission

January 17, 2007

Commission Meeting ~ 10:00 a.m.

Arizona Department of Housing

1700 W. Washington, Suite 210 (Large Conference Room)

Phoenix, AZ 85007

Commissioners Present

Reid Butler

Annette Stein

Jean Richmond-Bowman

Emily Nottingham

Suzanne DeConcini

Janet Marcus

Arthur Crozier

Greg Petz

Guy Mikkelsen

Cass Rankin

Maria Chavez

Roberto Ruiz

Staff Present

Sheila Harris

Karen Scates

Meggan Medina

Sue Dabbs-Preciado

Others in Attendance

Rebecca Flanagan

M. Patricia DeVito

City of Tucson Housing

Commission

Chairperson Richmond-Bowman called the meeting to order at 10:17 AM. Commissioners present constituted a quorum, meeting continued.

1. Call to the Public (Jean Richmond - Bowman)

Chairperson Richmond-Bowman made a call to the public and asked all visitors to introduce themselves.

2. No Meeting Minutes being presented at this meeting, they were tabled until the next meeting, February 23, 2007 at ASU Decision Theater. (Jean Richmond - Bowman)

Chair's Report (Jean Richmond - Bowman)

Chairperson Richmond-Bowman thanked the Commissioners for being present for the Homes for Arizonans's day. She stated that we will have the most representation from representatives from the House and the Senate in attendance. Need to get the issues out there and familiarize them with the details.

Agenda-Homes for Arizonans Day (Meggan Medina)

Ms. Medina went over the timeline for Homes for Arizonans Day. 11:00 a.m. Exhibitors will be open for attendees to visit, 11:15 am Governor will give a brief speech, 3 of the major sponsors will have three minutes each (CTAPS, AAP, & Wells Fargo Bank), Welcome & Introduction will be by Hon. James P. Weiers, lunch needs to take place immediately following as the keynote

speaker R.L. Brown needs to leave after his presentation. As a result of this Commissioner's, need to find their representatives and expedite getting them through the lunch line by 12:36 p.m.

• Conclusion of the Homes for Arizonans Day will be the Housing Trust Fund Awards presented by the Hon. Timothy S. Bee, President, Arizona Senate.

3. One page talking points – Homes for Arizonans Day (Meggan Medina)

Ms. Medina presented the one page talking points to the Commissioner's which included Home Trust Fund, ADOH Budget Request, and Standardization of property taxes for Low Income Housing Tax Credit (LIHTC) properties across the State of Arizona. She stated that you need to get to the representatives as soon as they come in, get them lunch, and lead them to the table, so you can preach the talking points. Remember that the talking points are not a leave behind.

Currently we have 66 employees at ADOH with 3 new FTE's, and 12 from HTF added 2 years ago, wanting to increase to 70 using Housing Trust Funds. OSPB agreed to 2 in 2007 and 1 in 2008, JLBC only agree to 1 in 2007. Ten percent of Housing Trust Funds is used for jobs.

Standardization of property taxes (LIHTC) makes it difficult to raise rents to cover costs.

4. Seating – Homes for Arizonans Day (Meggan Medina)

Ms. Medina handed out the seating chart and explained what each color represented, i.e. Red no RSVP, Blue Constituents from the District, and Black RSVPed they would be attending. Commissioner's need to locate your table, then get your lunch. All Exhibitors, Invited guests, and Legislators will be told where they need to be in the lunch tent. Individual packets containing Arizona's Housing Market 2006, new Homes for Working Families, and bullet points from the Governor, her 2007 State of the State Proposals will be available for each legislator at the individual tables.

5. Adjournment (Jean Richmond-Bowman)

Chairman Richmond-Bowman complimented Ms. Medina and staff for putting the Homes for Arizonans Day together and thanked all the Commissioner's for making it to the HAD.

Meeting adjourned at 10:54 a.m. and all Commissioners headed to the Homes for Arizonans Day.

The agenda may be amended up to 24 hours prior to scheduled meeting. Agenda items may be taken out of order.
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Minutes

Arizona Housing Commission
February 23, 2007
Commission Meeting ~ 10:00 a.m.
Decision Theater at Arizona State University
Tempe, AZ 85281

Commissioners Present

Annette Stein
Emily Nottingham
Janet Marcus
Juan Salgado
Roberto Ruiz

Arthur Crozier
Greg Petz
Jean Richmond-Bowman
Reid Butler

Staff Present

Sheila Harris
Karen Scates
Meggan Medina
Sue Dabbs-Preciado

Commissioners Not Present

Catherine Rankin
Ken Finlayson
Rena Van Fleet
Suzanne DeConcini

Elisa de la Vara
Maria Chavez
Richard Elias

Guy Mikkelsen
Marty Moreno
Scot Butler III

Others in Attendance

Rebecca Flanagan, HUD

Helen Hudgens Ferrell,
BOTHHANDS, Inc.

Larry Ottinger, FMF

Tara Jackson, Arizona
Town Hall

Kil Huh, FMF

Chairperson Richmond-Bowman called the meeting to order at 10:02 AM. Commissioners present constituted we did not have a quorum, however, meeting continued.

1. Call to the Public (Jean Richmond - Bowman)

Chairperson Richmond-Bowman made a call to the public and asked all visitors to introduce themselves.

2. No Meeting Minutes being presented at this meeting, they were tabled until the next meeting, March 23, 2007 (Jean Richmond - Bowman)

3. Chair's Report (Jean Richmond - Bowman)

Chairperson Richmond-Bowman asked the Commissioners to move forward with either a plaque or acknowledgement for Representative Paton to be presented at the next Arizona Housing Commission meeting. She asked if there were any concerns or comments. Greg Petz and Meggan Medina volunteered to format and come up with a concept.

4. Legislative Update (Meggan Medina)

Ms. Medina discussed a number of bill and budget items that was in her written Legislative Report. She also shared an email from Rosa Bruce, a former Commissioner who is currently a member of the National Rural Housing Coalition. The National Rural Housing Coalition would like members of the Arizona Housing Commission to sign on the letter addressed to the House and Senate Appropriations Committee & Agriculture Subcommittee. The deadline for signing on is today, February 23, 2007. It can either be faxed or e-mailed.

5. Review of Decision Theater

Deirdre Hahn, Assistant Director of Projects and Outreach, & Gary Graf, Decision Theater gave a general overview of Decision Theater. The Decision Theater at Arizona State University promotes Dr. Crow's vision of the New American University by creating a facility for bringing policy makers and decision makers together to address challenging problems in a unique, visualization environment. Decision Theater objectives are Collaborative Policy Decision Making (Jobs=First Responders & Affordable Housing), Scenario Planning, Design & System Modeling (Sustainability & Environmental Engineering), 3D Interactive Visualization (Digital Phoenix, a Sim Phoenix), Showcasing and Education, Technology Consulting and Experimenting according to Ms. Hahn.

Mega-Politician:

This model was created in a year by Rob Lane, Urban Planning School, Morrison Institute, Decision Theater and Virginia Tech. The information that is used is from census and supply chain management indicating population. It is predicted by Dr. Michael Crowe that in the Sun Corridor area of Arizona that the population will be 14 million by 2014 and that we will have gone from 7 million to 15 million by 2040. Phoenix will be the next Chicago.

City of Tempe:

The Decision Theater created a 3D geographically accurate model of the city to aid in growth planning. As a result the City officials have used the model to visualize buildings that have been proposed, permitted, or are under construction in order to see their impact on the area. They've also used the model to visualize and adopt building height restrictions. It has facilitated increased understanding, collaboration, and informed decision making.

Redistricting Arizona's K-12 Schools:

The Decision Theater, working with the W.P. Carey School of Business Seidman Institute, continues to gather, organize and present data necessary for commissioners to develop their recommendations. The Decision Theater created an Arizona Redistricting Tool (ART) to help visualize and analyze collected data and proposed plans. This was done in non-unified districts in order to condense resources and maximize unification. The Decision Theater is playing an instrumental role in the commissioner's efforts to develop redistricting recommendations, which will ultimately be approved by the Governor and put before a public ballot in 2008. It also addressed tax rates, average daily miles, topography, student teacher ratio, and free and reduced lunches.

West Nile:

This tool was created for the Arizona Department of Health Services to monitor the outbreak and analyze data to better understand how the disease spreads. The Decision Theater created a 3D spatial modeling platform to enhance the ability of what if with a sophisticated geographical visualization interface for visual and statistical analysis in real time. The Decision Theater and state health department are currently using this tool to analyze outbreak data for the 2006 West Nile season. This project supports public health officials in determining what policies and mitigation strategies can increase public health and safety.

City of Surprise:

The Decision Theater hosted the City Council for a collaboration workshop to change assumptions and to educate them on re-thinking density. The population in Surprise was 100,000 last August and they still have affordable housing, however, the population is expected to increase to 1.5 million in 10-15 years. The council discussed the vision for general land use, such as its desire to create open spaces. The Decision Theater used a geographic information tool, called Community Viz, to create "what if" scenarios for land use decisions regarding setbacks from washes and housing density. This project is helping the city council in its efforts to create land use plan reflecting their vision for the future.

Discussion:

Tara Jackson, Arizona Town Hall, recommended that this could be used by city or state wide and it would be an enormous impact. You would need to include traffic flow, water, and buildings to name a few. It would also be a good tool to take out to other venues and show on a single screen for portability.

Sheila Harris stated that Arizona Hospital Association is interested in health care as it an important issue for nurses, and doctors. There is not a lot of data on this. Some ideas on data could be pulled from employment population. There is a potential opportunity to work with AHHCA as health care individuals can't live where they work. Transportation also needs to be included. Where people live versus where they work is a good fit.

6. Other Business

Arizona Housing Commission books will be distributed by next meeting.

Ms. Richmond-Bowman gave an overview on thoughts of what we wanted to see or use tying in urban view, as well as, rural view. Need to plug in specific data for a city or any city urban/rural for first responders. Also to include information between income and impact fees, and land use decisions, workforce housing (city-direct impact with decision makers), add revenue factor back to the community, which would impact their thinking. Are we on the right track?

Dr. Harris wanted to see a regional concept with an award to Pinal County factoring in eight communities. We want to work together to plan housing. Can you help us? General Plan needs to be updated indicating housing match with jobs and community. Work with Adeline Allen to get letters signed by the mayor for every community.

Ms. Nottingham's vision of the basic message is affordable housing problems in Arizona, cost of housing with an overlay of incomes so you could visualize the gap which is widening using 1990-2000 data. The input should include the basics, demos and solutions.

Mr. Crozier show growth impact for future, worst case scenario if we do nothing.

Ms. Richmond-Bowman-Economic Development element should be added to this, job creations impact affordable housing, industries and jobs for the trailing spouses. Need to create a project build out based on certain projects.

Mr. Salgado City of Tempe 3D model is a solution regarding height with an end result for every city. All elected officials throughout the state you be included.

Ms. Jackson will be presenting land use in the fall Town Hall in the Grand Canyon; great presentation on State Land Trust.

Ms. Markus land use is a great space for housing but where is the water?

Water Sim:

This mode is a Decision center for a Desert City. DDDC WaterSim has the ability to predict the impact of droughts on Arizona's watersheds, their impact on regional growth, and assist policymakers to explore sustainable water conservation and use policies. This model was not working properly so we did not see the whole impact of it.

Ms. Hudgens-Ferrell wanted to know where the info came from on growth assumptions. Ms. Hahn said that the information came from census data and mag maps; therefore, it would show impact of the model on the assumption. Land plans across the state are a policy decision and Arizona does not have a land plan, however, this is being added by the Governors Growth Cabinet.

Ms. Richmond-Bowman thanked the staff from Decision Theater and everyone for their input and noted that we now had a sense of place and everyone was on the same page and articulating for Sheila. They will put together a draft based on the minutes today.

Dr. Harris, general message in short of time to community, piggy-backing on Pinal County.

Guests: Larry Ottinger & Kil Huh from Fannie Mae Foundation suggested using Data Place for information as it had clean data and is geographically coded. Need to reach out to other audiences, explore quality of life, character of Arizona, and land use map.

Ms. Hahn-What is your story?

Ours: Land Use
Map Health Care
Stop Light

Update by May 5th

7. **Adjournment (Jean Richmond-Bowman)**

Meeting adjourned at 11:53 a.m.

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602-771-1000; TTY 602-771-1001 prior to the meeting so that accommodations can be made. Ask for Joy Johnson.



ARIZONA HOUSING COMMISSION

Minutes

Arizona Housing Commission

March 23, 2007

Commission Meeting ~ 10:00 a.m.

1700 W. Washington St., Large Conference Room

Phoenix, AZ 85007

Commissioners Present

Maria Chavez
Jean Richmond-Bowman
Juan Salgado

Arthur Crozier
Greg Petz

Staff Present

Sheila Harris
Meggan Medina
Sue Dabbs-Preciado

Commissioners Not Present

Catherine Rankin
Ken Finlayson
Rena Van Fleet
Suzanne DeConcini
Emily Nottingham

Elisa de la Vara
Maria Chavez
Richard Elias
Annette Stein
Janet Marcus

Guy Mikkelsen
Marty Moreno
Scot Butler III
Roberto Ruiz

Others in Attendance

Rebecca Flanagan, HUD

Chairperson Richmond-Bowman called the meeting to order at 10:05 AM. Commissioners present constituted we did not have a quorum, however, meeting continued.

1. **Call to the Public (Jean Richmond - Bowman)**

Chairperson Richmond-Bowman made a call to the public. No public interest or comment.

2. **No Meeting Minutes being presented at this meeting, they were tabled until the next meeting, April 27, 2007 (Jean Richmond - Bowman)**

3. **Chair's Report (Jean Richmond - Bowman)**

Policy Review & Changes:

Chairperson Richmond-Bowman will be sending out an e-mail to the entire commission expressing her dismay that this is the fourth meeting without a quorum; Commissioners need to re-visit their commitment to the Arizona Housing Commission. A notice was sent out regarding the change of the meeting date due to the Arizona Department of Housing moving their offices. We have twenty-three positions for commissioners plus two legislators. Need to reach out to the Governor's Office for assistance in filling the vacancies on the commission. The only openings that have not been filled are the rural non-profit and Affordable Housing... Scot Butler and Ken Finlayson are still on the commission until they are replaced even though their commission has expired. This takes a huge amount of time on Sue's part. There are policy review changes per the Executive Committee per conference call. No point going over again without a quorum. The commission has positions for two ad hoc members. It was suggested not to name them as Fannie

Mae and HUD, but the members should be designated by the Chair and the Director. De la Vara is still a member of the commission and was previously with Fannie Mae now retired and can continue to serve on the commission. HUD disagreed with no designation for a Federal person. They won't allow an advisory policy issue to take place. It would be a double warning to the Fed and who are all of our members.

Decision Theater:

The planned project should be completed by the end of May. They are in a position to give us a first draft in early May. It has been confirmed for the Executive Committee to see the dry run on May 4th at the Decision Theater. Put it on your calendar. This will be taking place right before the semester is over. John Haeger is interested in what we are working on and is excited about Decision Theater and its on going process. Decision Theater is planning several meetings in Flagstaff where they have the mountains and city and there is talk about doing something. We need to re-visit who our audience is on Public Education for the next meeting. There will be some additional money with the Growth Cabinet and there is hope it will work with schools.

4. Director's Update (Sheila Harris)

There will be no AHC meeting in July. Need to move it up to June and roll-out Decision Theater to the commission. This meeting will be out of Phoenix in a cool climate, or August, however, that is the Governor's Rural Development Conference, maybe May. June 29th will be in Cottonwood or Payson or we could move it up to the May meeting. We will need to send out ahead of time a letter indicating the adjustments to May and June with dates and location. This should be a mailing from Housing instead of an e-mail and then do a follow-up. Did you receive my letter?

At the last Growth Cabinet meeting a proposal was made to the Governor regarding the Roundtable, Listening Sessions, Space, Conservation, All had common themes "Quality of Life in Arizona"; however, no one mentioned people or where they will live. Need to talk about affordable housing using new and creative ways. Decision Theater made an impression with Tara Jackson of Arizona Townhall. Jean Richmond-Bowman wants to participate by attending and giving a presentation on Land Use Issues at Townhall. There have been no land use meetings as yet; some statues have come out of the task force, as to who needs to be involved in what. Sheila is participating in the Growth Presentation with Arizona Department of Commerce.

The discussion in Tucson with Judy Lowe was on the employee layer assisted housing program; taking a lead with our dollars and partnering with others on affordable housing. We need to spend time at the forum on growth initiative. The new stop light chart currently for 2006 shows the shifting of \$5,000 annually in transportation costs to housing costs. Instead of spending money on transportation i.e. carpool, bus, van, or walking to get to work, if individuals moved closer to work it would be like giving them a \$2.40 pay raise. It went from 19 in the red to two. Red means individuals cannot afford to buy or rent; it puts a roof over your head. Housing is definitely tied to transportation. Communities should be awarded investments such as Pinal County who came together and completed a Housing Plan. We need to move them into Decision Theater partnering with us, Smart Growth and ADOC regarding housing starts and job growth. Tribal Land act draft from D.C. regarding the Tribal CDFI would allow partnering with just about anyone and does. Realtors, Bankers, non-profits etc. funding sources that are inter-connected should also be considered. Sale of state land must be invested in revenue loan funds for housing. Tribal Land lease to others make Economic Development Housing and exclusionary

zoning an incentive to regional demand. Regional funding, can work with tax credits to be in association with light rail, carpooling and/or walking.

Tucson has three ordinances on the effect of affordable housing or any environmental concerns. There are visibility problems, if a mountain is in the way it destroys density. Can't go out must go up instead and this reduces density for houses. They are increasing the amount of space around arroyos. SABA is the only one building homes in Tucson. They are building in Marana which is in the county but not in Tucson. The cabinet on growth is a struggle. It is intentional as they don't want it in Tucson so as to preserve nature. Realtors allowed it to pass.

Yuma:

CDBG public housing economic development slows down in houses. It was 6-7% this year and 17% last year when the market was healthy and it was easier to get bids.

We will be moving next Friday, March 30th. Call me at 602-316-0627. John Lopach our Customer Liaison will be here to answer the phones until they are cut off and moved. No phones, computer and e-mail until April 2nd.

Housing Summit Ft. McDowell presented challenges with the program; however, it is shaping up. They had six tracks which was similar to what was done previously especially on Tribal. HUD program shared changes of requirements.

5. Legislative Update (Meggan Medina)

Ms. Medina met with Representative Renzi at NCHSA, Governor's sponsor on enterprise. This was introduced after we left; stating the importance of including affordable housing funding which is administered by the state. The funding of 6.4 million would be over the course of four years. The first year it would go towards a regional golf course, Katrina fund, then the state distributes. S-809 exempt from annual PHA's except in Phoenix or Tucson if there are more than 500. Governor's budget was dead on arrival. On the ADOH budget at the Senate we got most of what we wanted. Nothing from the House to look at. Escrow interest was double assigned and won't make it out of the House; supported by the Republicans and denied by the Democrats. SB1038 will be revived for next year. SB1078 Habitat bill being held as a money bill.

6. Committee Updates

Public Education (Arthur Crozier)

Review of Homes for Arizonans Day indicated that we had more in attendance than ever before, forty-four booths which was 1 ½ times more than last year. Additional attendees close to fifty. Attendees came and went off and on during the entire event. It was suggested to change the day to the end of January or the first part of February. Meet around the middle of February have booths in the afternoon, reception, dinner with heavy hors d'oeuvres and no program, then more time could be spent with the staff and establish relationships. Have it at a fairly nice convenient place to promote better attention and meeting interaction. In addition and/or have a box lunch for day attendees and a panel with R.L. Brown.

There will be five categories of Housing Hero awards at the Governor's Housing Forum in September. It was suggested by the committee to add elected officials, city, county and federal to the Housing Hero awards. The Arizona Housing Commission will participate in the reviewing

of the Housing Hero nominations. The committee would like to change the names of the awards; Individual Achievement Award to be named after Debi Bisgrove and the education committee will review and make recommendation for other name changes. This is Arthur's last meeting as chair and Greg's as Vice-Chair; he will now become the Chair of the Public Education Committee. Jean thanked them for their on going leadership and enthusiasm.

7. **Other Business**

None

8. **Adjournment (Jean Richmond-Bowman)**

Meeting adjourned at 11:05 a.m.

The agenda may be amended up to 24 hours prior to scheduled meeting. Agenda items may be taken out of order. If you need a reasonable accommodation to fully avail yourself of this meeting, contact the Arizona Department of Housing 602-771-1000; TTY 602-771-1001 prior to the meeting so that accommodations can be made. Ask for Joy Johnson.



ARIZONA HOUSING COMMISSION

Policies and Procedures Manual

This manual shall serve as overall guidance for operations of the Arizona Housing Commission ("Commission"). It is intended to provide consistent direction for Commission activities. However, the Commission and the Arizona Department of Housing ("Department") realize that flexibility must be maintained to meet the needs of the Commission. Changes to these policies may be adopted at any full Commission meeting with a quorum present.

A. NAME

Arizona Housing Commission

B. AUTHORITY AND RESPONSIBILITY

ARS 41-3954 and 41-1505.11

The Commission shall:

- Recommend affordable housing strategic planning and policy.
- Coordinate public and private housing finance programs.
- Provide the means for better private and public partnerships and initiatives for developing affordable housing.
- Review and oversee state housing programs.
- Encourage the development of affordable housing opportunities for special-needs populations.
- Advise the Governor, the Legislature, state agencies and city, county and tribal governmental bodies on the public and private actions that affect the cost or supply of housing.

C. VISION, MISSION, AND OBJECTIVES

1. Vision

Quality, safe, affordable housing options for all Arizonans.

2. Mission

To encourage and maintain an environment that preserves, produces and makes available affordable housing for all Arizonans.

3. Objectives

- To increase the supply of capital for affordable housing.
- To review the activities of state government and to recommend actions to increase the development of affordable housing.
- To identify and evaluate public and private actions that impact the affordability of housing.
- To educate and to communicate with the public.

Each year, the Commission will review and adopt priorities and action plans to meet these objectives.

D. OPERATING STRUCTURE

1. **Membership:** The Arizona Housing Commission has a voting membership, appointed by the Governor, as follows:
 - a. One representative of a rural city¹ government.
 - b. One representative of a nonrural city government from a county with a population of less than 1.5 million but more than 500,000 (Pima).
 - c. One representative of a nonrural city government from a county with a population of 1.5 million or more (Maricopa).
 - d. One representative of a rural county² government.
 - e. One representative of a nonrural county government from a county with a population of less than 1.5 million but more than 500,000 (Pima).
 - f. One representative of a nonrural county government from a county with a population of 1.5 million or more (Maricopa).
 - g. One representative of a tribal government.
 - h. One representative of a tribal housing department.
 - i. One representative of the banking or lending community.
 - j. One representative of the special needs population³.
 - k. One representative of a statewide housing association.
 - l. Two representatives of the private sector of the real estate industry.
 - m. Three representatives from the private sector of the housing industry
 - One of whom is a home builder,
 - One of whom is a multifamily housing developer, and
 - One of whom is a licensed manufactured home manufacturer or dealer
 - n. Two representatives of nonprofit organizations that work on housing or other related issues, one of whom represents a nonprofit organization that works in a county with a population of less than 1.5 million persons but more than 500,000 (Pima) and one of whom represents a nonprofit corporation that works in a rural county.
 - o. Two representatives of the general public, one is from a county with a population of less than 1.5 million but more than 500,000 (Pima), and one of whom is from a rural county. These members shall not be members of the board or staff of, or have any direct or indirect benefit from the dealings of, a corporation formed under Title 35, Chapter 5, Article 1.
 - p. One representative of an organization that works on farmworker housing issues.
2. **Other Membership:** The following members are not appointed by the Governor.
 - a. The Director of ADOH or the Director's designee. The Director or the Director's designee may only vote to break a tie of the other members.
 - b. The Speaker of the House of Representatives and the President of the Senate or their designees who serve as advisory members. For purposes of this paragraph, "advisory members" means members who give advice to other members of the Commission but who are not eligible to vote and are not members for the purpose of determining whether a quorum is present.

1 "Rural City" means either:
A city or town of less than 50,000 persons in a county with a population of 500,000 or less. A city or town within a census county division with fewer than 50,000 persons in a county with a population of more than 500,000.

2 "Rural County" means a county with a population of 500,000 persons or less.

3 "Special Needs population" includes the homeless, seriously mentally ill, physically disabled, individuals affected with HIV, elderly or other populations with specialized housing needs.

3. **Leadership:** The members shall elect a Chairperson and Vice-Chairperson annually.
 - a. Chairperson
 - Elected by the Commission annually. The Chairperson shall serve a maximum of two consecutive terms.
 - Presides over regular meetings, Executive Committee meetings, and special meetings.
 - Provides overall direction of activities of the Commission in consultation with the Executive Committee and staff.
 - Appoints Chairpersons and members of committees or task forces.
 - Develops agendas, arranges meetings and determines the Commission activities in collaboration with staff.
 - Shall be the spokesperson for the Commission.
 - Performs other responsibilities as determined by the Commission from time to time.
 - b. Vice-Chairperson
 - Elected by the Commission annually.
 - Automatically assumes the Chairmanship if the Chairperson resigns or otherwise vacates the position.
 - Presides over meetings in the event of absence or incapacity of the Chairperson.
 - Reviews minutes of the previous meeting before distribution to the Commission.
 - Serves as a member of the Executive Committee.
 - Performs other responsibilities as determined by the Chairperson or Commission from time to time.

4. **Mandatory Meetings:** The Commission must meet at least six times annually. The Commission shall meet at least two times each year in a county with a population of less than 1.5 million but more than 500,000 persons (Pima) and at least one time each year in a rural county.

5. **Appointments:** Members appointed by the Governor serve four-year terms and are not eligible to receive compensation but are eligible to receive reimbursement for expenses pursuant to Title 38, Chapter 4, Article 2.

6. **Expectations:**
 - a. Commissioners are expected to attend all meetings. In the event of an anticipated absence, a Commissioner should notify the staff or the Chairperson.
 - b. Commissioners are expected to represent their constituency in the work of the Commission.
 - c. Commissioners should be sensitive to the views, opinions, and positions of other Commission members as they participate in the work of the Commission.

7. **Committee / Task Force Structure:**

The Arizona Housing Commission will have three Standing Committees: Executive, Government Affairs and Public Education. On an as needed basis, the Chairperson of the Commission may appoint a Task Force (s) to explore specific issues and make recommendations to the full Commission. The activities of all Task Forces will continue until their work is complete. New Task Forces may be appointed as necessary.

 - a. Executive Committees

Members of the Executive Committee elected for 2003 shall serve an 18-month term of office (from January 2003 through July 2004), thereafter the officers will be elected on a

fiscal year basis rather than a calendar year.

- *Membership (6)*
 - ✓ Chairperson
 - ✓ Vice-Chairperson
 - ✓ Governmental Affairs Committee Chairperson
 - ✓ Public Education Committee Chairperson
 - ✓ Two members elected by the Commission

- *Responsibilities*
 - ✓ Agenda Setting
 - Include standing agenda items for updates from each Standing Committee, the Housing Finance Authority (AzHFA) and the Department.
 - Include presentations from local cities, towns, IDAs, etc., about local housing initiatives and issues, when appropriate.
 - ✓ Review of Standing Committee and Task Force Recommendations
 - Provide input to the recommendations back to the Committee
 - Schedule recommendation presentations on the Commission agenda
 - Provide Executive Committee comment regarding the recommendations.
 - ✓ Represent the Commission at various functions and events.
 - ✓ Conduct annual review of Commission policies.
 - ✓ Each June plan and schedule a review of current priorities and establish priorities for the next year.
 - ✓ Schedule time and location of meetings. Produce an annual calendar.
 - ✓ Participate in an annual meeting with the AzHFA.
 - ✓ Other duties as assigned by the Commission.
 - ✓ No items may be discussed which are not included on the agenda. Items brought up by the Commissioners or the Public may be placed on the agenda for the next meeting in accordance with the Open Meeting Law.
 - ✓ Items may be dropped from the agenda during the meeting, but no items may be added.
 - ✓ Items to be placed on the agenda will be submitted through the Chairperson.
 - ✓ The Executive Committee will not be empowered to adopt recommendations or to bind the Commission.

b. Government Affairs Committee

- *Membership (5-7)*

A minimum of five (5) members and a maximum of seven (7) members including the Committee Chairperson, appointed by the Chairperson of the Commission. The Commission Chairperson, a representative of the AzHFA and a representative of Department are ad hoc (non-voting) members of this Committee.

- *Responsibilities*
 - ✓ Review proposed legislation and ordinances pertaining to housing issues in the State of Arizona.
 - ✓ Support and assist the Department, Governor's Office and Legislators on legislative initiatives.
 - ✓ Identify potential legislative initiatives by August of each year.

- ✓ Provide recommendations to the Executive Committee and the Commission to assist the Commission in establishing their legislative positions by November of each year.
- ✓ Review trends locally and nationally on emerging issues and opportunities.
- ✓ Review and make recommendations to reduce the barriers to affordable housing.
- ✓ Establish a plan and process for identifying connections between/among Commission members and Arizona's congressional delegation. Plan an annual event to meet with the delegation.
- ✓ Create opportunities for other entities to bring their legislative initiatives or concerns to the Committee or the Commission.
- ✓ Other duties as assigned by the Commission.

c. Public Education Committee (5-7)

- *Membership*

A minimum of five (5) members and a maximum of seven (7) members including the Committee Chairperson, appointed by the Chairperson of the Commission. The Commission Chairperson is an ad hoc (non-voting member) of the Committee.

- *Responsibilities*

- ✓ Review existing data/reports and make recommendations regarding education activities for the Commission.
- ✓ Identify and involve other key players in the housing arena to provide information about gaps and initiatives.
- ✓ Arrange for community representatives to present their affordable housing successes and challenges to the Commission at various meetings.
- ✓ Review Commission priorities and identify education opportunities that will further those priorities.
- ✓ Assist the ADOH in planning public events such as the Homes for Arizonans Day, the Annual Conference and other events as appropriate.
- ✓ Other duties as assigned by the Commission.

8. **Staff**

- a. The Executive Director (Director of the Arizona Department of Housing.)
- b. The Department Legislative Liaison will be responsible for the day-to-day operations of the Commission and for meeting planning. The Director's Assistant will provide support to the Commission in the posting of meetings, writing and keeping of minutes and retention of all necessary records.
- c. Staff will consult with Chairperson; help develop agendas; arrange and attend meetings; ensure that formal actions are recorded and that minutes are written and distributed; provide information, reports, and data; be available to the public including other housing and community development organizations to assist in the work on the Commission; and to perform other tasks necessary for the Commission to effectively function as an advisory body.
- d. All Department Supervisors are available to assist the Commission on an as needed basis. All requests for staff support will be directed through the Chairperson.

9. Meetings

a. Schedule

- The Commission will meet not less than six times annually at times and locations established by the Commission, including at least two meetings in a county with a population of less than 1.5 million but more than 500,000 persons (Pima) and at least one time in a rural county.
- The Chairperson, the Executive Committee and/or the Executive Director may schedule additional meetings with 48 hours advance notice.
- All meetings are open to the public and held in accordance with the Open Meeting Law.

b. Quorum

- A quorum is defined as one member more than one half of the existing voting membership.
- In the absence of a quorum, the Commission cannot deliberate or propose any action, nor can there be any vote or decision. Under unusual circumstances, if a public meeting has been scheduled, due notice given to the public and a quorum fails to appear, those members present may informally listen to scheduled presentations. In the absence of a quorum, no member of the Commission shall purport to convene a meeting or take any action that might suggest that a meeting of the Commission is in progress.

c. Attendance

- All Commission members have an obligation to attend each meeting.
- All Commission members are expected to actively participate in activities of the Commission.
- A Commission member may attend and participate at a regular Commission meeting by telephone only under extenuating circumstances as determined by the member, the staff and the Executive Committee.
- Elected officials who have been appointed to a seat on the Commission may send a Designee to the meetings in their absence. The Designee will not have voting privileges.
- Members with unexcused absences from three consecutive meetings, or half of all meetings in one year, will be asked to submit their resignation.

d. Executive Session

The Commission may choose to have an executive session for discussion and consideration of particular subjects pursuant to A.R.S. §38-431.03.

e. Meeting Minutes

- Minutes will be kept of all meetings and draft minutes will be available within three (3) working days of the last Commission meeting.
- Minutes are not required of task force and committee meetings, but meeting reports will be presented at the next regularly scheduled meeting of the Commission.
- Written copies of minutes will be retained for a period of five years at the Department.

f. Provisions for Public Input

- A "Call to the Public" will be included in the agenda. Members of the public will be advised that no discussion can be had on items not listed on the agenda. The public may suggest possible agenda items for future discussion to the Chairperson.
- A guest sign-in sheet will be available at all meetings. They will be retained with all other Commission documents.

g. Voting

- Each Commissioner (who is not an advisory member) in attendance will have one vote.
- All decisions will be made by a simple majority vote of Commission members present and voting.
- Absentee voting will not be allowed.

- The numerical breakdown of votes will be reflected in the minutes in the case of a close decision.
 - Commissioners desiring to abstain on any vote may do so and their abstention shall be noted in the meeting minutes.
 - Elected officials may designate someone to attend in their place, but that person will not have voting privileges.
- h. Committee/Task Force Meetings
- Meetings may be attended in person or by conference call when the meetings are held at the Department.
 - Task Forces and committees may be comprised of members of the public as well as members of the Commission.
- i. Agenda and Minutes
- The agenda for the Commission meetings will be emailed to the Notifications mailing list. The meeting minutes will be distributed to the Commission members and to anyone else who so requests. A comprehensive email notification system will be maintained. The agendas for committee meetings or task force meetings will be posted as required by law.

E. CONFLICT OF INTEREST

Members of the Arizona Housing Commission are referred to the State Conflict of Interest Law (Arizona Revised Statutes Title 38, Article 8, and A.R.S. §§38-501 through 38-511).

F. ETHICS TRAINING

Each Commissioner is required to take Arizona Department of Administration Ethics training within six months after the date of appointment.

AHC Policies and Procedures
Recommended Changes

1. Executive Committee Makeup (page 4)
 - a. Add Committee Vice-chairs
 - b. Add 2 "Ad-hoc" members designated as representatives from Fannie Mae and HUD

2. Subcommittee Makeup (pages 4-5)
 - a. Remove number limitations
 - b. Replace limitations with statement such as: "All Commissioners are encouraged to participate in one of two standing committees."

Legislative Update

Prepared for the



ARIZONA HOUSING COMMISSION

April 27, 2007

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I. State Legislation

Bill Title and Number	Summary	Sponsors	Status
H2040: RESIDENTIAL MORTGAGE FRAUD	It is a class 4 felony to commit the crime of residential mortgage fraud, defined as knowingly making or using misstatements, misrepresentations or material omissions during the mortgage lending process or causing to be recorded mortgage documents that the person knows to contain misstatements, misrepresentations or material omissions. A person who engages in a pattern of residential mortgage fraud is guilty of a class 2 felony. AS PASSED SENATE.	First sponsor: Rep. Anderson	4/18 Senate named Leff, Miranda and Tibshraeny to the <u>Free Conference Committee</u> (House conferees: Anderson, Reagan, Desimone).
H2163: ECONOMIC DEVELOPMENT; RURAL; TRIBAL; APPRO	Appropriates \$266,800 from the general fund for the Department of Commerce to fund increased economic development activity for rural and tribal areas.	First sponsor: Rep. Miranda Others: Rep. Ableser, Rep. Alvarez, Rep. Rios	1/24 from House <u>com</u> with amend #3045.
H2168: HISTORIC HOMES FUND; LOTTERY PROCEEDS	Arizona Historic Homes Fund is created under the Department of Housing, with the yearly transfer of \$3 million the state lottery fund (after other authorized appropriations and deposits). Fund monies are subject to legislative appropriation to be used for providing matching grants to property owners for the renovation or preservation of buildings designated as historic by the state, counties or a municipality. Housing Department must establish application procedures and award criteria.	First sponsor: Rep. Miranda Others: Rep. Alvarez	1/24 referred to House <u>county-muni gov. appro.</u>
H2176: HOMELESS SERVICES; APPROPRIATION	Appropriates \$1.5 million from the general fund in fiscal 07-08 to the Department of Economic Security for homeless family services.	First sponsor: Rep. Miranda Others: Rep. Ableser, Rep. Alvarez, Rep. Rios	1/24 referred to House <u>hu ser. appro.</u>
H2207 (Chapter 117): PROPERTY TAX COLLECTION; LOT SPLITS	The county treasurer may allocate tax liens among parties when there has been a lot split or consolidation after September 30 of the valuation year and all other means to allocate the tax have been exhausted. The option for a county treasurer to extend for a second year the due date on delinquent taxes on a mobile home that accrued under	First sponsor: Rep. Konopnicki Others: Rep. Brown, Rep.	4/24 signed by governor. Chap. 117, Laws 2007.

	a previous owner is eliminated, and no extension may be granted to taxes due on a permanently affixed mobile home. Also, the list as prepared by the county treasurer of outstanding delinquent unsecured personal property taxes on mobile homes may use the taxpayer identification number as a unique identifier rather than the tax roll ID number. AS PASSED SENATE.	Mason, Sen. Flake, Sen. Tibshraeny, Sen. Waring	
H2254 (Chapter 74): HOA; TELECOMMUNICATIONS VEHICLES	A definition of "telecommunications" is added to statutes requiring Homeowners Associations (HOAs) to permit emergency response vehicles to be parked on the street if they are required to be available for emergency deployment. The definition specifically excludes commercial mobile radio services.	First sponsor: Rep. Adams Others: Rep. Anderson, Rep. Crandall, Rep. Driggs, Rep. McComish, Rep. McLain, Rep. Murphy, Sen. Chuck Gray	4/16 signed by governor. Chap. 74, Laws 2007.
H2333: NAVAJO SHONTO COMMUNITY CENTER; APPROPRIATION	Appropriates \$900,000 from general fund in fiscal 2007-08 to the Department of Economic Security for distribution to the Navajo Nation Shonto Community Governance for construction of a multipurpose resident services building.	First sponsor: Rep. Tom Ableser, Rep. Alvarez, Rep. Farley, Rep. Gallardo, Rep. Lopes, Rep. Lopez, Rep. Lujan, Rep. Miranda, Rep. Pancrazi, Rep. Saradnik, Rep. Sinema, Rep. Thrasher, Sen. Rios	2/1 from House <u>hu ser do</u> pass.
H2397: UNCLAIMED PROPERTY; TIMEFRAME	Principal and interest on debt other than certain bonds is presumed abandoned 3 years after maturity or payment date, instead of 5 years. Dividends, profit, interest, payments on principal and other amounts owed by a business association for any type of security holder is	First sponsor: Rep. Yarbrough Others: Rep.	3/27 from Senate <u>rules</u> okay. Stricken from Senate

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	presumed abandoned 3 years after the payment date if no claim or contact has been made.	Murphy, Rep. Stump	consent calendar by Burns.
H2492: COUNTIES & MUNICIPALITIES; DEVELOPMENT FEES	Statutes governing development fees applied by counties and municipalities are amended to state that developers must be given a 15% discount in fees for building homes that qualify under the federal tax credit for energy efficient homes.	First sponsor: Rep. Mason Others: Rep. Lopez	1/23 referred to House <u>water-agri, county-muni.</u>
H2503 (Chapter 82): HOA; CAUTION SIGNS; CHILDREN	An HOA must allow the use of professionally manufactured cautionary signs regarding children-at-play if the signs are displayed while children are present (within 50 feet of the sign) and are removed within 1 hour after children cease to play. HOAs are prohibited from disallowing children from playing on residential roadways within the community on which the posted speed limit is 25 mph or less. AS PASSED HOUSE.	First sponsor: Rep. Murphy	4/16 signed by governor. Chap. 82, Laws 2007.
H2525: INCOME TAX CREDIT; EQUITY INVESTMENTS	For tax years 2008 to 2014, there is an individual and corporate income tax credit for equity investments. The Department of Revenue is required to adopt rules to govern the credit.	First sponsor: Rep. Crandall	1/24 referred to House <u>ways-means.</u>
H2608: DENTAL BOARD; DISCIPLINARY ACTION	The list of acts regarded as "unprofessional conduct" by persons regulated by the Dental Board is expanded to include failure to report to the board in writing that a dentist, denturist or dental hygienist is or may be incompetent, guilty of unprofessional conduct or incapable of practicing. The board is authorized to invoke disciplinary action against a practice or entity for unethical conduct (defined) The list of disciplinary actions available to the board is expanded to include entering a decree of censure and issuing an order of probation. AS PASSED HOUSE.	First sponsor: Rep. Meza Others: Rep. Adams, Rep. Barto, Rep. Cajero Rep. Chad Campbell, Rep. Desimone, Rep. Groe, Rep. Lopez, Rep. Mason, Rep. Murphy, Rep. Reagan, Rep. Schapira, Rep. Sinema, Rep. Stump, Sen. Aboud, Sen. Aguirre	4/2 from Senate <u>hel</u> with amend #4100.
H2642: COUNTIES; LOT SPLITS; REGULATION	Various changes in laws dealing with lot splits in unincorporated areas. The board of supervisors may regulate all lot splits (formerly only those which resulted in one parcel being 10 acres or smaller); applicants must submit proof all lots have "reasonable access" to water for	First sponsor: Rep. Brown Others: Rep. Lopes	2/5 referred to House <u>county-muni, gov.</u>

	domestic use and fire control. The definition of "physical access" that each parcel must have is changed to a roadway at least 24 feet in width traversable by emergency vehicles (formerly, physical access meant the parcel was reachable by a two-wheel drive passenger car).		
H2693: WATER ADEQUACY PROVISIONS	Subdivisions outside active management areas cannot be approved unless the Department of Water Resources determines there is an adequate water supply or a municipality or private water company with an adequate water supply has committed to provide water service to the subdivision. Situations where municipalities or counties may provide an exemption to a subdivision are outlined. Municipalities and counties may adopt ordinances requiring adequate water supplies for subdivisions, and must give written notice of exemptions or ordinances adopted to the Department and the State Real Estate Commissioner. Sellers of property that received an exemption must disclose the exemption to the buyer. A process for a municipality or water company to be designated as having an adequate water supply is established.	First sponsor: Rep. Mason Others: Rep. Ableser, Rep. Alvarez, Rep. Barto, Rep. Brown, Rep. Clark, Rep. Groe, Rep. Konopnicki, Rep. McLain, Rep. Saradnik, Rep. Stump, Sen. Harper, Sen. O'Halleran	3/14 House COW approved with amend #3240 and floor amend #3905.
H2710: RESIDENTIAL REAL ESTATE; SALES; DISCLOSURE	A real estate broker or salesperson must provide a notice of water supply status for every sale of residential real estate. Notice must use designations supplied by the Dept of Water Resources: assured, adequate, inadequate, or unknown.	First sponsor: Rep. Ableser Others: Rep. Alvarez, Rep. Bradley, Rep. Brown, Rep. Chad Campbell, Rep. Farley, Rep. Lopes, Rep. McGuire, Rep. Meza, Rep. Prezelski, Rep. Saradnik, Rep. Sinema, Rep. Thrasher, Sen. McCune Davis, Sen.	2/5 referred to House water-agri.com .

<p>H2733: ESCROW INTEREST ON TRUST ACCOUNTS</p>	<p>Changes in statutes pertaining to escrow deposits on trust accounts. Escrow agents must deposit and account for trust monies in one of three ways, at the agent's discretion: a general escrow-interest-on-trust account, a separate interest-bearing account or (if the agent determines the monies will not yield net interest earnings to the buyer or seller) in any other account. Interest and dividends earned from escrow-interest-on-trust accounts must be generally administered according to the same rules adopted by the supreme court for lawyer's trust accounts. Income from these accounts are to be remitted quarterly and used for the following purposes: 25% for grants to develop housing for low and moderate income households; 25% for grants to nonprofits for homeless emergency and transitional shelters; and 50% for grants for legal services for a list of purposes, including to victims of domestic violence and sexual assault, to promote the rights of children and the elderly, and for services related to affordable housing for low income households. Escrow agents who do not maintain escrow-interest-on-trust accounts must provide detailed information on interest earned in the annual report sent to the Dept of Financial Institutions. AS PASSED HOUSE.</p>	<p>Rios First sponsor: Rep. Nichols Others: Rep. Jim Weiers</p>	<p>3/20 Referred to Senate <u>fin-ins-ret com-econ.</u></p>
<p>H2754: GREATER ARIZONA DEVELOPMENT AUTHORITY; APPRO</p>	<p>The list of purposes for which the Greater Arizona Development Authority (GADA) may issue bonds is expanded to include for counties, municipalities, special districts or Indian tribes to acquire, improve, or equip infrastructure. Monies in the GADA Revolving Fund are continuously appropriated. Appropriates \$5 million from the general fund in each of FY 2007-08 and FY 2008-09 to the GADA Revolving Fund.</p>	<p>First sponsor: Rep. McLain Others: Rep. Brown, Rep. Konopnicki, Rep. Lopes, Rep. Mason, Rep. Reagan, Sen. Arzberger, Sen. Flake, Sen. O'Halleran</p>	<p>2/21 withdrawn from House <u>appro.</u></p>
<p>H2762: COUNTY REAL ESTATE TRANSFER TAX</p>	<p>Pima County Board of Supervisors is authorized to levy a real estate transfer tax based on the value of the property sold. Only sales of commercial and residential property in classes 1, 3 and 4 are subject to the tax.</p>	<p>First sponsor: Rep. Prezelski Others: Rep. Lopes</p>	<p>2/8 referred to House <u>ways-means.</u></p>
<p>H2779: FAIR & LEGAL EMPLOYMENT ACT; APPRO</p>	<p>State law regarding the hiring of illegals shall conform to applicable federal statutes. The attorney general must prescribe and post to its website the form of a legal employment affidavit that every employer must sign and file with the secretary of state by Jan 1, 2008. Upon filing, the secretary of state shall provide to the employer a</p>	<p>First sponsor: Rep. Pearce Others: Rep. Anderson, Rep. Barnes,</p>	<p>4/11 from Senate <u>rules</u> with a technical amendment.</p>

	<p>pamphlet explaining the Basic Pilot Program (BPP) and federal immigration laws. Failure to file an affidavit is a class one (highest) misdemeanor. An employer that knowingly hires an illegal is guilty of the state crime of false swearing and shall be prosecuted by the county attorney. A first violation in a 5-year period is a class 6 (lowest) felony punishable with a possible suspension of business license and a fine of between \$2,500 and \$50,000. Penalties are increased with subsequent violations. Provision that allows suspension or revocation of business license does not apply to professional licenses or those issued pursuant to code titles 45 (waters) or 49 (environment). Employer use of the BPP creates a rebuttable presumption that the employer did not knowingly hire an illegal. Filing a false and frivolous complaint is a class 2 (mid-level) misdemeanor. A subsequent false filing is a class 6 felony. State employees must be verified through the BPP. Government contracts may not be awarded to an employer who does not verify its employees through the BPP. An intent section declares the Legislature expects that an investigation will result from every complaint. Appropriates \$3 million from the state general fund in fiscal 07-08 for implementation: \$500,000 to the attorney general and the balance to county attorneys. Appropriates \$200,000 to the secretary of state. Self-repeals on Jan 1, 2013. AS PASSED HOUSE.</p>	<p>Rep. Biggs, Rep. Boone, Rep. Burges, Rep. Clark, Rep. Farnsworth, Rep. Groe, Rep. Kavanagh, Rep. McClure, Rep. McComish, Rep. McLain, Rep. Murphy, Rep. Nichols, Rep. Robson, Rep. Stump, Rep. Jim Weiers, Rep. Yarbrough, Sen. Bee, Sen. Blendu, Sen. Burns, Sen. Gould, Sen. Linda Gray, Sen. Harper, Sen. Johnson, Sen. Verschoor</p>	
HCM2002: COMMUNITY DEVELOPMENT BLOCK GRANT; FUNDING	The Legislature asks Congress to fully fund the federal Community Development Block Grant (CDBG) program.	First sponsor: Rep. Nelson	2/20 referred to Senate gov.
S1009: DOMESTIC VIOLENCE; BEDS; APPROPRIATION	An appropriation of \$3 million from the general fund in FY 2007-08 to DES for emergency shelter beds for victims of domestic violence.	First sponsor: Sen. Waring	2/14 from Senate <u>appro</u> do pass.
S1038: PROPERTY TAX; LOW INCOME MULTI-HOUSING	County assessors are required to use the income approach in establishing the value of low-income multifamily residential rental property. Owners of such property must provide to the assessor documentation confirming participation in the federal low-income housing tax credit program and evidence the property currently qualifies for the program.	First sponsor: Sen. Waring	1/11 from Senate <u>fin</u> with amend #3004.
S1062: HOA; FOR-SALE SIGNS	Homeowner and condo associations, except those that are access restricted to the public, may not prohibit indoor	First sponsor:	4/18 House

	or outdoor display of a for-sale sign by a unit owner regardless of whether the property is being offered by owner or through a Realtor. The size of the sign shall conform to industry standards. AS PASSED HOUSE.	Sen. Tibshraeny	named Nichols, Lopez and Yarbrough to the FREE <u>Conference Committee</u> (Senate conferees: Tibshraeny, Aguirre, C Gray).
S1078: CONTRACTING; TAX EXEMPTION; NONPROFIT HOUSING	Beginning tax years beginning Jan 1, 2008, for the purpose of computing their prime contracting sales tax owed, contractors may deduct up to \$5000 of gross income derived from the construction of single family residential houses owned by a nonprofit charitable organization. To qualify, the nonprofit organization must sell the houses to families whose household income is less than 80% of the median family income in Arizona, and must give the contractor a certificate obtained from the Department of Housing for this purpose.	First sponsor: Sen. Waring Others: Rep. Driggs	1/18 from Senate <u>fin</u> with amend #3010.
S1082 (Chapter 30): PLANNING & ZONING COMMISSIONS; ALTERNATES	Boards of supervisors in counties with fewer than 179,000 population are permitted to appoint alternate members of county planning and zoning commissions to serve in the absence of the regular member. The alternate may be from any supervisorial district. During a meeting convened with an alternative member, if the regular member becomes available, the alternative shall conclude the agenda item and then withdraw so the regular member may be seated for remaining items. Also, requirement that both members from a district may not be from incorporated areas if less than 60% of the area in the district is incorporated is deleted. AS PASSED SENATE.	First sponsor: Sen. Flake Others: Rep. Brown, Rep. Konopnicki	4/10 signed by governor. Chap. 30, Laws 2007.
S1142: LOTTERY MONIES; HISTORIC HOMES FUND	Establishes the Arizona Historic Homes fund within the Department of Housing with \$3 million deposited into the fund from monies remaining in the state lottery fund each fiscal year. Monies are for matching grants for renovation and preservation of buildings designated as historic by state, county or local government.	First sponsor: Sen. Miranda Others: Rep. Miranda, Sen. Landrum Taylor, Sen. Rios, Sen. Soltero	1/16 referred to Senate <u>gov</u> , <u>appro</u> .
S1146: UTILITY ASSISTANCE; APPROPRIATION	Appropriates \$500,000 from the general fund in fiscal 07-08 to the Utility Assistance Fund.	First sponsor: Sen. Miranda Others: Rep. Miranda,	1/16 referred to Senate <u>pub-hu ser</u> , <u>appro</u> .

		Sen. Garcia, Sen. Hale, Sen. Landrum Taylor, Sen. Rios, Sen. Soltero	
S1192: CODE TALKERS MONUMENT; APPROPRIATION	Appropriates \$100,000 from the general fund in fiscal 07-08 to the Dept of Administration for the Navajo Code Talkers Monument if the Navajo Tribe donates a matching amount.	First sponsor: Sen. Johnson Others: Rep. Anderson, Rep. Rios, Rep. Saradnik, Sen. Aboud, Sen. Aguirre, Sen. Burton Cahill, Sen. Chevront, Sen. Flake, Sen. Linda Gray, Sen. Hale, Sen. Harper, Sen. Huppenthal, Sen. Landrum Taylor, Sen. McCune Davis, Sen. Miranda, Sen. Rios, Sen. Soltero	2/22 from Senate <u>appro do</u> pass.
S1199: RETIREMENT TRUST FUNDS; ASRS; UNCLAIMED MONIES	Monies in the ASRS Trust Fund or the ASRS Long Term Disability Trust Fund are presumed to be unclaimed if the apparent owner has not communicated with ASRS for any 3-year period after distribution begins. Monies revert to the applicable fund, although annual attempts to contact the owner must be made, and the owner may still claim the funds. If the amount is at least \$300, the ASRS is authorized to use a "people search service" to locate the owner. Appropriates \$137,607 from the ASRS administrative account in fiscal 2007-08 for implementation. AS PASSED SENATE.	First sponsor: Sen. Gorman	4/5 from House <u>appro do</u> pass.
S1227 (Chapter 100): DOMESTIC VIOLENCE; LEASE TERMINATION	A tenant who is a victim of domestic violence may break a lease under certain situations and with proper notice to the landlord. A landlord must comply with a tenant's request to install a new lock for the tenant's living unit if the tenant pays the cost of installation. Landlords must	First sponsor: Sen. Bee Others: Sen. Waring	4/18 signed by governor. Chap. 100, Laws 2007.

	refuse entry to any perpetrator of domestic violence who has been served with an order of protection. A tenant who breaks a lease by falsely reporting domestic violence is liable to the landlord for treble damages. AS PASSED HOUSE.		
S1254: HOA; COMMERCIAL SIGNS, SOLAR PANELS	If an HOA approves a commercial sign in the community, the approval cannot subsequently be revoked or modified if the sign owner also received approval from the municipal or county government with jurisdiction over the sign. Also, an HOA may not prohibit the installation of solar energy devices and may adopt "reasonable rules" regarding placement, etc. A purpose section states it is the policy of the Legislature to support the right of property owners to invest in solar energy devices and to be free of deed restrictions in this regard imposed by HOA associations. AS PASSED HOUSE.	First sponsor: Sen. Leff	4/24 passed House <u>53-0</u> ; ready for Senate action on House amendments.
S1255: LANDLORD TENANT ACT AMENDMENTS	Various changes to the landlord tenant act, including allowing tenants to provide the name and contact information of a person authorized to enter the dwelling and remove personal property if the tenant dies, allowing landlords to dispose of property of a tenant who dies in the same way as if the unit is abandoned if the authorized person cannot be contacted, allowing landlords to use refundable deposits in accordance with the property management agreement, and making tenant requests for maintenance constitute permission for the landlord to enter the dwelling to act on the request. AS PASSED HOUSE.	First sponsor: Sen. Leff	4/25 House named Reagan, Crump and B Miranda to the free <u>Conference Committee</u> (Senate conferees: Leff, Blendu, R Miranda).
S1375: APPROPRIATION; DOMESTIC VIOLENCE INTERVENTION	Appropriates \$3.3 million from the general fund in fiscal 07-08 to DES for domestic violence intervention.	First sponsor: Sen. Hale Others: Sen. Aguirre, Sen. Arzberger, Sen. Burton Cahill, Sen. Garcia, Sen. Miranda, Sen. Rios	2/1 referred to Senate <u>appro.</u>
S1444: STATE EMPLOYEES; PERFORMANCE INCENTIVES	The maximum increase in salary for state employees recognized under the performance-based incentive program is raised to \$275 per month from \$250.	First sponsor: Sen. Huppenthal	4/23 passed House <u>55-0</u> ; ready for governor.
S1457: NAVAJO DILKON COURTHOUSE; APPROPRIATION	An appropriation of \$2.26 million from the general fund in FY2007-08 to the Department of Economic Security, for distribution to the Navajo Nation, for a courthouse at Dilkon.	First sponsor: Sen. Hale Others: Sen. Aguirre,	2/28 from Senate <u>appro do pass.</u>

		Sen. Arzberger, Sen. Bee, Sen. Garcia, Sen. Landrum Taylor, Sen. McCune Davis, Sen. Rios, Sen. Soltero	
S1469: MARRIAGE LICENSE FEES; DOMESTIC VIOLENCE SHELTERS	A surcharge of an unspecified amount will be charged for marriage licenses in addition to all other marriage license fees. The surcharge will be used to provide funding for domestic violence shelters.	First sponsor: Sen. McCune Davis Others: Rep. Ableser, Rep. Kirkpatrick, Rep. Meza, Sen. Pesquiera	1/30 referred to Senate <u>pub-hu ser.</u>
S1575: WATER ADEQUACY AMENDMENTS	Subdivisions outside Active Management Areas cannot be approved unless the Department of Water Resources (DWR) determines there is an adequate water supply or a municipal or private water company with an adequate water supply has committed to provide water service to the subdivision. Situations where municipalities or counties may provide an exemption to a subdivision are outlined. Municipalities and counties may adopt ordinances requiring adequate water supplies for subdivisions, and must give written notice of exemptions or adopted ordinances to DWR and the State Real Estate Commissioner. Municipalities or counties must give notice at the site of an exempt subdivision that DWR determined the water supply for the subdivision is inadequate and include a statement describing the exemption under which the subdivision was approved. Developers of property that received an exemption must record with the land a document describing the property and a statement that the lots are served by an inadequate water supply and water must be hauled to the lot. A process for a municipality or water company to be designated as having an adequate water supply is established. Developers may receive an exemption to water adequacy requirements from DWR if the developer made substantial capital investment toward construction before the new requirements were in effect and was unaware of proposed changes when investment was made. AS PASSED SENATE.	First sponsor: Sen. Arzberger Others: Rep. Alvarez, Rep. Burns, Rep. Lopes, Sen. Aguirre, Sen. Garcia, Sen. Hale, Sen. Landrum Taylor, Sen. O'Halleran, Sen. Pesquiera, Sen. Rios, Sen. Soltero	3/8 Passed Senate <u>26-2</u> ; ready for House.

II. Federal Update

H.R. 1427 Federal Housing Finance Reform Act of 2007 – Representative Frank (MA)

This bill will overhaul the regulation of housing-related government-sponsored enterprises (GSEs) - Freddie Mac, Fannie Mae and Federal Home Loan Banks. On March 29th, the bill passed out of the House Financial Services Committee by a vote of 45-19.

SUMMARY: Among a variety of reforms, of most interest to the Department is the establishment of an affordable housing fund. A portion of the GSEs' total mortgage portfolio would be used annually for the fund. The annual amount of the fund has not been determined, but early estimates are around \$500 million. In the first year, the fund would be provided to Louisiana and Mississippi to assist in rebuilding the areas devastated by Hurricane Katrina. In the remaining years, the Department of Housing and Urban Development would allocate the AHF by formula to all states, which would then distribute the funds to recipients based on priority needs. If the allocation were based on a similar distribution as HOME funds, Arizona would receive approximately \$7.6 million annually for four years.

S. 1100 Federal Housing Enterprise Regulatory Reform Act – Senators Hagel (NE), Sununu (NH), Martinez (FL) and Dole (NC)

Introduced the bill April 12th in the Senate Banking Committee.

SUMMARY: Establishes a new regulatory agency to oversee the housing-related government-sponsored enterprises (Fannie Mae, Freddie Mac and Federal Home Loan Banks). The bill would equip the new regulator with banking regulator-like powers, including the authority to approve new programs, put a failing entity into receivership, and set capital standards. It would also direct the regulator to restrict Fannie Mae's and Freddie Mac's portfolios to investments that satisfy their HUD-established affordable housing goals. **THIS BILL WOULD NOT ESTABLISH AN AFFORDABLE HOUSING FUND.**

S. 809 Small Public Housing Authorities Paperwork Reduction Act – Senator Sununu (NH)

Introduced in the Senate.

SUMMARY: Exempts Public Housing Authorities (PHAs) with fewer than 500 public housing units and any number of vouchers from annual PHA plan requirements. The agencies would still be required to create resident advisory boards.

H.R. 1850 Housing America's Workforce Act – Representative Velazquez (NY)

Reintroduced in the House on March 29th.

SUMMARY: Provides incentives to employers who extend homeownership and rental housing benefits to their employees through employer assisted housing (EAH) programs. Specifically,

- Creates a tax credit – equal to 50 percent of qualified expenses – which will be available to employers who assist their employees with downpayment and closing costs (homeownership) or security deposits and rental payments (rental).

- Excludes the homeownership and rental assistance from taxable income so that employees receive the full value of the benefit; and
- Creates a competitive grant program that makes funds available for technical assistance.

S. 1078 Housing America's Workforce Act – Senator Clinton (NY)

Introduced April 10th in the Senate.

SUMMARY: Identical bill to H.R. 1850 above.

S. 1084 Homes for Heros Act – Senator Obama (IL)

Introduced in the Senate April 11th

SUMMARY: Legislation to increase funding for housing and rental assistance for homeless veterans. It would create a \$225 million program to purchase, build or rehabilitate housing for low-income veterans; expand rental assistance programs by nearly tenfold; and create a position for a homeless veterans coordinator with the Department of Veterans Affairs.

Federal Budget Update

On March 23rd, the Senate passed its FY 2008 budget resolution, outlining the federal government's overall tax and spending plans for FY 2008 and beyond. The resolution allows for up to \$411 billion in domestic discretionary spending, \$7.3 billion more than in FY 2007 and \$18 billion more than the Administration's request. The resolution rejects the Administration-proposed cuts to the Community Development Block Grant (CDBG) and the Low Income Home Energy Assistance Program (LIHEAP).

The House, on March 29th, approved its FY 2008 budget resolution. The budget plan includes \$418 billion in discretionary spending, approximately \$25 billion over the Administration's request. The House resolution also increases funding for the Community Development Block Grant (CDBG) program, among other priorities.